

Voicemail System Short Cuts for Faculty Staff

To access VM from on-campus phone:

- (your phone) press the "message" button and follow the recorded instructions
- (another on-campus phone) press the "message" button, followed by #* + your ext. and follow the recorded instructions.

To access VM from off-campus:

- dial 415-422-3333, press * + your ext. and follow the recorded instructions.

To expedite VM time:

- When accessing your mailbox press the "#" key after entering your password
- When leaving a message press the "#" key to bypass the mailbox greeting

