Macalester College
Voicemail

Telephone User Interface

Log in from your own campus phone
1. Press Message or dial 6666
2. Enter your password

Log in from any other campus phone
1. Press Message or dial 6666
2. Listen for phrase and respond accordingly:
   - Unified Communication: #
   - Enter your password: *
3. Enter your 4-digit mailbox number
3. Enter your password

Log in from off campus
1. Dial 651-696-6666
2. Press # sign
3. Enter your 4-digit mailbox number
4. Enter your password

Information Technology Services
www.macalester.edu/voicemail
telecom@macalester.edu

While Listening
1 - Rewind 5 sec
2 - Pause 5 sec
3 - Fast forward 5 sec
5 - Envelope info
6 - Forward message
# - Skip to next message

Record Your Name recommended
4 1 6

Personal Greeting optional
4 1 1

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