



## How to send a voice message directly into another Voice Mailbox

### **From On-Campus:**

1. Dial 6688 from your desk phone/Jabber. (Make sure you are on the same line as your voice mailbox #. If you have a 9xxx mailbox, press \* and enter your mailbox number when prompted followed by #)
2. Enter your PIN when prompted followed by #.
3. Press 2 to send a message.
4. Press # to end recording.
5. Enter the extension (mailbox number) you would like to send the voice message to followed by #.
6. Press # to confirm the extension.
7. Press # to send the message.

### **From Off-Campus:**

1. Dial 518-388-6688.
2. Press # when prompted.
3. Enter your mailbox ID (number) when prompted followed by #.
4. Enter your PIN when prompted followed by #.
5. Press 2 to send a message.
6. Press # to end recording.
7. Enter the extension (mailbox number) you would like to send the voice message to followed by #.
8. Press # to confirm the extension.
9. Press # to send the message.