

Message Notification:

Most Jefferson Lab telephones are equipped with a red message indicator. If this light is illuminated, then you have new voicemail messages in your mailbox.

Accessing Voicemail:

○ From YOUR Jefferson Lab Phone

Dial 7888

At the prompt, enter your password followed by the **#** key

○ From ANY Jefferson Lab Phone

Dial 7888

Enter *** #** to access your voice mailbox

At the prompt, enter your mailbox number

At the prompt, enter your password followed by the **#** key

○ From Offsite

Dial 269-7888 or 757/269-788

Enter **#** to access your voice mailbox

At the prompt, enter your mailbox number

At the prompt, enter your password followed by the **#** key

Voicemail Main Menu Options:

1 Record and Send Messages

2 Listen and Respond to Messages

3 Administer Personal Greeting

5 Change Password/PIN

7 Scan Messages

*** * 9** Exit System

Basic Voicemail Commands

*** 4** Help

*** 7** Return to Main Menu

*** 8** Exit Voicemail and Dial Ext

*** * 6** Look Up Name/Extension

*** * 9** Exit System

*** 3** Delete Message

*** * 8** Undelete Message

*** * 4** Leave Message Status Unchanged

1 Skip Greeting

Playback Controls

2 Rewind

3 Play/Pause

4 Louder

5 Previous

6 Next

7 Softer

8 Slower

9 Faster

0 Listen/Replay

Skip