

Voicemail Quick Reference



Basic controls for Rowan voicemail

go.rowan.edu/voicemail

Need Help?
Contact Support
856-256-4400
support.rowan.edu

Voicemail Basic Controls

Access Voicemail From Your Phone

Press the Messages button on your phone.
Enter your PIN. Press #.



Access Voicemail From Another Location

Dial 856-256-5000.
Enter your ID (your personal 10-digit phone number).
Press #.
Enter your PIN. Press #.

When entering Voicemail, if you have a new message, the **Messages menu** will begin, otherwise the **Voicemail menu** will begin.

Messages Menu

While Listening to a Message

- 1 - Repeat
- 2 - Save
- 3 - Delete
- 4 - Slow
- 5 - Volume
- 6 - Fast
- 7 - Rewind
- 8 - Pause or Resume
- 9 - Fast Forward
- * - Cancel Playing Messages
- # - Skip to end of message
- 0 - Help

After Message Playback

- 1 - Repeat
- 2 - Save
- 3 - Delete
- 4 - Reply
- 5 - Forward
- 6 - Save as New
- 7 - Rewind
- 9 - Message Properites
- * - Cancel Playing Messages
- 0 - Help

Voicemail Menu

- 1 - Listen to new messages
- 2 - Send a message
- 3 - Review old messages
- 4 - Setup options



Change Standard Greeting

In the Voicemail menu:

- 4 - Setup options
 - 1 - Greetings
 - 1 - Re-Record Standard Greeting.
- Follow prompts to record standard greeting.

Re-Record Your Name

In the Voicemail menu:

- 4 - Setup options
 - 3 - Preferences
 - 2 - Record name
- Follow prompts to re-record your name.

Change PIN

In the Voicemail menu:

- 4 - Setup options
 - 3 - Preferences
 - 1 - Change PIN
- Follow prompts to change PIN.

