

Voicemail Set Up



Set up your new Rowan voicemail

go.rowan.edu/voicemail

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

Prepare!



Please read through these instructions before beginning the process of setting up a new voicemail box.

You will be prompted to:

- *Record your full name*
- *Record a new no-answer greeting*
- *Set a new PIN (Security Code)*

Information to know before beginning:

- **Initial Temporary PIN: 1234**
- **ID: Your 10-digit phone number***

***Note - If you have a phone with multiple lines, the ID is the 10-digit personal Rowan phone line assigned to you.**

New PIN (Security Code)

When choosing a new PIN, keep in mind that:

- The minimum PIN length is 4 digits
- It cannot contain three of the same digits together (for example, 9990)
- It cannot contain consecutive digits (for example, 1234 or 4321)
- It cannot be the same as the personal extension that is assigned to you.

Ready...Set...Go!



When you are ready to set up your new voicemail box, dial 856-256-5000.

You will be prompted to do the following:

1. Enter your ID (10-digit phone number)
Press #.
2. Enter PIN (use the temporary PIN 1234).
Press #.
3. Record your name for the standardized greeting. Press #.
4. Record a personalized greeting or keep the standard system generated greeting.
Press #.
5. Enter a new PIN (Security Code). Press #.
Then you will be prompted to confirm that new PIN again.

After successfully changing the PIN, the system will inform you that you have completed your voicemail box setup.

Continue to use your previous PIN to access your current voicemail box until you are notified that your voicemail has been switched to the new system.

