Voicemail Tips

- To login to an account different from that of the extension of the phone:
  a. Press the voicemail button on the phone.
  b. When asked for a password, press the * button.
  c. Follow the login instructions.

- To leave a voicemail for someone without calling their number:
  a. Press the voicemail button on the phone.
  b. When asked for a password, press the * button twice.
  c. Enter the extension where you would like to leave a message.

- To access voicemail from off campus call 717-871-7878.

- To skip to the end of a message press 3 twice quickly. This is useful when a message is to be deleted.

- To hear when a message was received and from what number it came from, press 5 while it is playing.

- To immediately send all callers to voicemail, press the DND (Do Not Disturb) button on the right hand side of the phone. Press it again to disable. When the red light is lit, DND is enabled.

- Forget your password? Contact the Help Desk to have it reset. The Help Desk can be reached at help.desk@millersville.edu or at 717-871-7777.

- Have you taken over a phone and need the voicemail account to be reset? Contact the Help Desk at help.desk@millersville.edu or at 717-871-7777. Note: Resetting a voicemail account deletes all previously recorded greetings, messages, settings and the password.