

Setting Up Your Voice Mailbox

1. Dial the voice mail access number, 3-5530, or (510) 643-5530 from any off-campus. This is the number you use every time you want to access voice mail.
2. Enter your default password and press the # (pound or crosshatch) key. Your default password is your full seven-digit campus telephone number.
3. If calling from off-campus, you will be asked to enter your mailbox number. Your mailbox number is your five-digit campus telephone number (2-xxxx, 3-xxxx, or 4-xxxx). Again, you need to follow this entry by pressing the # key.
4. You will now hear a brief introductory message about InfoMail (the campus voice mail system). You will be asked to customize your password, record a name for the mailbox, and record a greeting that callers will hear. Voice prompts will assist you through these steps. In brief, they include:
 - **Changing your password (recommended):** select a new password from four to 13 digits long, dial it at the prompt, end with the # key.
 - **Record a name (required):** following the voice prompts, press 5 and record a name for your mailbox. This can be your first and last name, or the name of a group or organization. Press the # when you have finished. It will be repeated for you. Follow the voice prompts to accept the recording or to erase and record it again.
 - **Record a greeting (optional):** following the voice prompts, press 5 and begin recording; when you have finished recording press the # key. Your message will be played back for you. Follow the voice prompts to accept the recording or to erase and record it again.
5. Your voice mailbox is now set up and ready for use. To exit voice mail, press the * (star) key several times until you hear the system say "Goodbye." Exiting the system any other way, like hanging up, will hold the connection open for an indeterminate period of time, blocking others from reaching the system.

Further information on the campus voice mail system can be found on the web at <http://unibears.berkeley.edu/>.