Voicemail Quick Reference

Basic controls for Rowan voicemail

go.rowan.edu/voicemail

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

RowanUniversity
INFORMATION RESOURCES & TECHNOLOGY

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.