Instructions for
On-campus and off campus access
Of your UM-8700 voice mail box

When calling from your phone, the NEC UM-8700 recognizes the calling extension and will automatically connect to the voice mail box for your extension.

To listen to voice mail messages from a different on-campus extension do the following steps:
1. Call the voice mail system, x6155.
2. When prompted for your security code press the “*#” key combination.
3. Enter the desired mail box number, when prompted.
4. Enter the security code for the voice mail box, when prompted.

To access your voice mail box from off campus:
1. Call the voice mail system, 510-659-6155.
2. When prompted for your security code press the “#” key (* key is not required).
3. Enter the desired mail box number, when prompted.
4. Enter the security code for the voice mail box, when prompted.