

**For any telephone related questions, problems, etc....**

Call 646-312-BELL (2355)

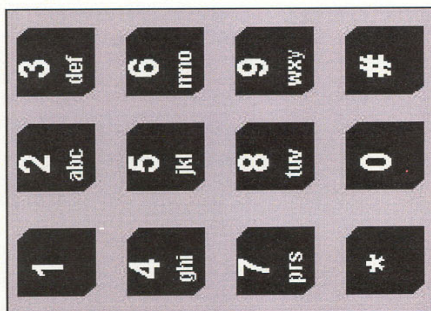
OR

E-mail Voicecom@baruch.cuny.edu

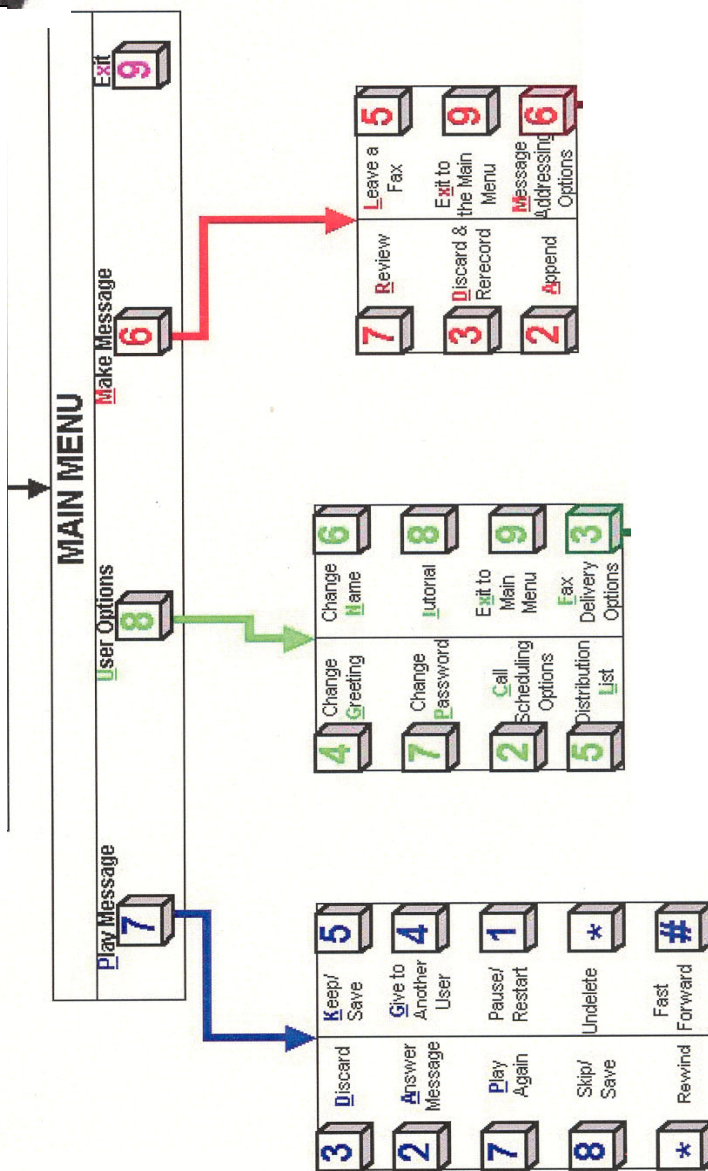


## BARUCH COLLEGE

### Adjunct Voicemail



From Your Phone	From an Outside Line
<ol style="list-style-type: none"> <li>1. Call your extension</li> <li>2. Select your name from menu</li> <li>3. Press * immediately after you hear the beep (Press 3 then * if key is not recognized)</li> <li>4. Enter your password (The default password is 1-2-3-4)</li> </ol>	<ol style="list-style-type: none"> <li>1. Call (646) 312 + your extension</li> <li>2. Select your name from menu</li> <li>3. Press * immediately after you hear the beep (Press 3 then * if key is not recognized)</li> <li>4. Enter your password (The default password is 1-2-3-4)</li> </ol>



Note: 1) These voice mail instructions are **only** for adjunct professors that share their telephone extension.  
 2) Adjunct voice mail boxes must be checked periodically since there is no voice mail indication.