



Faculty and Staff (C)

Fri, Aug 31, 2007 10:44 AM

From: Kerri Richardson

To: Faculty and Staff (C)

Subject: How to access your voicemail

Friends,

Here at Brooklyn Friends we use FirstClass Voice Services as our voicemail system.

Your voicemail box does not need to be set-up.

The voicemail system answers that call by saying "Welcome to the First Class call answering. (your name) is not available to take your call at this time. Please leave your name, number and message after the tone." *The message then appears in your email box, hurray!*

Checking your voicemail by phone:

From outside the building call the Brooklyn Friends main number, 718-852-1029.

Once the auto-attendant answers press "*" "

You will be prompted for your extension, enter your extension followed by the "#" symbol.

You will be prompted for your password, enter your password followed by the "#" symbol.

For now, your password is the same as your extension.

From inside the building pick up any phone and press the "MESSAGES" button. You will be connected to FirstClass Voice Services, from there follow the instructions above.

Follow the directions above.

To change your password use option 9 then follow the prompts in the voicemail system.

To change your voice greetings, use option 7 then follow the prompts in the voicemail system.

Thank you,

Kerri

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