

PGCC Adjunct Voice Mail Setup Instructions

Setup your personal voice mail greeting using one of two methods:

Method 1 - On-Campus phone

1. Dial ext. 0990
 2. Press * then #
 3. Enter your mailbox number
 4. Enter your security code. The default security code (0000).
 5. Follow the voice mail prompts to continue setting up your voice mail box.
- *Please listen carefully to the instructions and fully complete the setup.

Method 2 - OFF-Campus

1. Dial 301.546.0990
 2. Press #
 3. Enter your mailbox number
 4. Enter your security code. The default security code (0000).
 5. Follow the voice mail prompts to continue setting up your voice mailbox.
- *Please listen carefully to the instructions and fully complete the setup.