

**GCCCD Emergency Information number**

**800-550-3922**

**To change your personal greeting:**

1. Call the main number – 1-800-550-3922
2. When the voicemail answers, enter the star (\*) key on the telephone keypad.
3. Enter your security code when prompted. (Our code is **42223** – or GCCCD on the keypad)
4. You are now at the Main Menu.
5. Press 8, User options.
6. Press 1 for Personal Greeting.
7. Follow the prompts to record your new greeting.
8. Press # when you are finished recording.
9. Press 1 to review your recording, press 2 to re-record it, press **3 to accept it.**
10. When you are finished, press 9 until you hear the system say “Thank you for calling.”

**To change your security code:**

1. Call your voicemail main number.
2. When the voicemail answers, enter the \* key on the telephone keypad.
3. Enter your security code when prompted.
4. You are now at the Main Menu.
5. Press 8, user options.
6. Press 3 for security code.
7. Follow the prompts to enter your new security code.
8. When you are finished, Press 9 until you hear the system say “Thank you for calling.”

Service is with MessageLink.

Customer service: 800-339-6080

**“This is the Grossmont-Cuyamaca Community College District Emergency Information Line. There is no emergency at this time. Thank you.”**

**Users:**

<b>Grossmont</b>	<b>Cuyamaca</b>	<b>District</b>
<b>Bill McGreevy</b>	<b>Christianne Penunuri</b>	<b>Anne Krueger</b>
<b>Lorena Ruggero</b>	<b>Nicole Salagdo</b>	<b>Nicole Conklin</b>
<b>Jeff Lehman</b>	<b>Kerry Kilber Rebman</b>	<b>Jerry Williams</b>
		<b>Daryl Johnson</b>