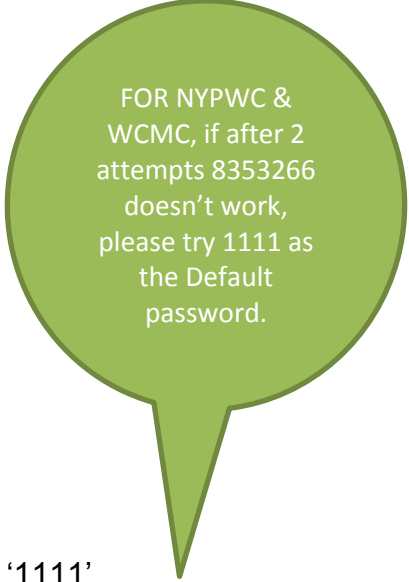


## ***ESNA Access Instructions***



FOR NYPWC & WCMC, if after 2 attempts 8353266 doesn't work, please try 1111 as the Default password.

### **From Within the Hospital**

1. Call **317-8800** from your own phone extension only
2. System responds with *Please enter your password.*
  - For NYP/AH & NYP/CU, enter the default password '1111'
  - For NYP/WC, WCMC enter the default password 8353266 ('TELECOM')
3. Follow the system prompts to enter a new password (7 to 15 digits)
4. Then, follow the system prompts to record a new greeting.

### **From Off Campus**

1. Call the new Access Number: 646-317-8800
2. System responds with the generic greeting, press # - the system responds with "Please enter your mailbox number."
3. Enter your 7-digit mailbox number (extension).
4. System responds with: "Please enter your password."
5. Enter the default password\* (1111 for AH, CU, 8353266 for WC)
6. Follow the system prompts to enter a new password (7 to 15 digits) and record a new greeting.