VOICEMAIL HELP DESK
If necessary, contact Telecom Systems at 3-5515 for assistance with this service

Each voice mail user sharing a line will have a number associated with their mailbox (1, 2, 3, etc.). The voice mail administrator will inform you how yours are programmed.

TO SET UP YOUR MAILBOX:
From the campus phone associated with your mailbox:
• Press the messages button (Avaya phones)
  Or dial 2-2100 (non-Avaya phones)
• Enter the number associated with your mailbox (1, 2, 3, etc.)
• Enter temporary passcode 78283 (STATE)
• Follow tutorial instructions

TO ACCESS VOICE MAIL FROM ON CAMPUS:
From the campus phone associated with your voice mailbox:
• Press the messages button (Avaya phone)
  or dial 2-2100 (non-Avaya phones)
• Enter the number associated with your mailbox
• Enter your passcode

TO ACCESS YOUR VOICE MAIL FROM OFF CAMPUS:
• Dial 432-2100
• Enter your 5-digit mailbox number (last 5 digits of phone number)
• Enter the number associated with your mailbox
• Press the * key
• Enter your passcode when prompted
Or you can call yourself then press the * and when prompt enter the mailbox number (1 or 2). Enter your passcode when prompted

TO RECORD AN INTRODUCTORY MESSAGE IN THE MAIN MAILBOX (optional):
From the campus line associated with your mailbox:
• Press the messages button (Avaya phone)
  Or dial 2-2100 (non-Avaya phones)
• Press the * key
• Enter passcode when prompted (78283)
• Follow tutorial instructions