Student Campus Phone Basics

Initializing Your Voice Mailbox
1. Dial the voice mail access number:  58800
2. Enter your mailbox number:  8 + the last four digits of your phone number (e.g. 81234).
3. Enter your initial password:  558 + the last four digits of your phone (e.g. 5581234).
4. Next follow the instructional prompts.
5. Enter your new personal password (6-16 digits) followed by the # key.
6. Enter your new personal password again followed by the # key.
7. Press 82 for greetings and follow the prompts to set up your greeting.
8. Your mailbox is now set up!

Checking Messages
1. You have a voice mail waiting when you hear an intermittent dial tone.
2. Dial 58800 (or from off-campus, dial 2458800).
3. Enter your mailbox number:  8 + the last four digits of your phone number (e.g. 81234).
4. Enter your password followed by the # key.
5. Follow the instructions to retrieve your messages.
6. Press 76 to delete a message.

Calling Tips
When you hear an intermittent dial tone, you have a voice mail.
Use analog phones in res hall rooms; digital phones do not work.
Be sure to charge your cordless analog phone 24 hours before attempting to use it!

The prefix to your phone number is 408XXXX.
The prefix to Faculty and Staff office numbers is 245XXXX.

To call another dorm room  8 + last four digits of the number
To call a Faculty or Staff office  5 + last four digits of the number
To call a local, off-campus number  7 + the local number
To call long distance (*PIN required)  7 + 1 + area code + number + your long distance PIN

*Contact ITAC to obtain a long distance PIN.
*Domestic long distance rates are $.10 per minute. International rates vary.

If you have any questions, please contact the IT Assistance Center!