

# GETTING INTO YOUR MAILBOX

## To get into your Campus Voice Mailbox

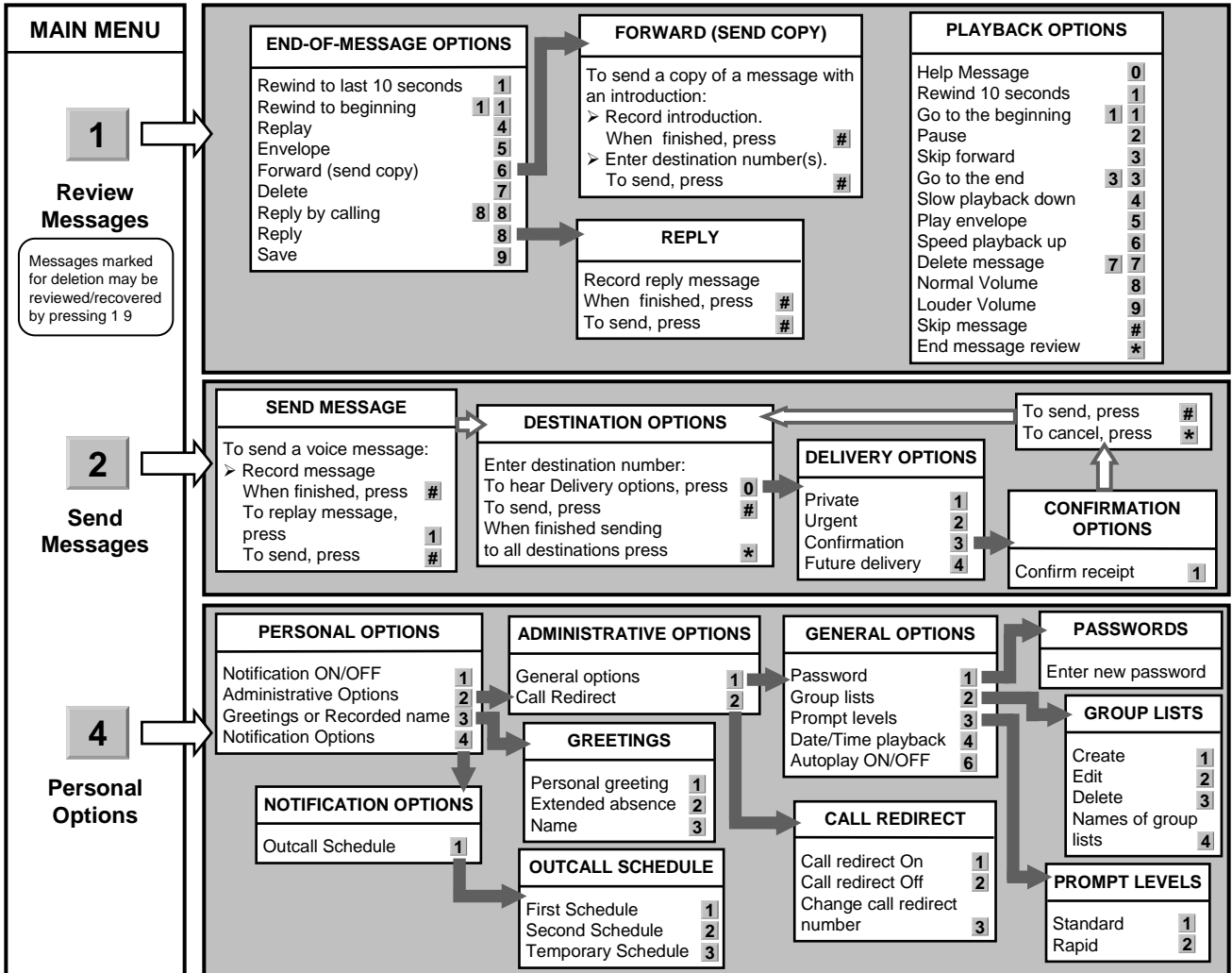
Dial 79666  
 Press #  
 When prompted, enter your 5 digit mailbox number  
 Then enter your password (default is the last 5 digits of your phone number)  
 Select the desired option from the Main Menu

**Note:** Messages are saved on the system for 21days. After 21days the system will play the old messages before any new messages – either save them again or delete them.

## Campus Voicemail Basic

### Tips:

- The first time you try to get into your mailbox, you are led through a tutorial which helps you set up and personalize your mailbox settings. You may change these settings later.
- There may be some system messages before reaching your mailbox. You should listen to these before proceeding.



### POWER KEYS & CONTROLS

Use these controls while listening to messages. Most controls are also available while reviewing recorded messages.

Rewind to beginning 1 1  
 Fast forward to end 3 3  
 Delete message 7 7

**POWER KEYS**  
 These controls are almost always available.

Operator 0 0  
 Skip current queue # #

### PLAYBACK CONTROLS

1 2 3  
 Rewind Pause Forward

4 5 6  
 Slower Envelope Faster

7 8 9  
 Normal Louder  
 Volume

\* 0 #  
 Cancel/ Help Skip  
 Exit