

## SETTING UP VOICE MAIL

To setup your new voice mail box you must do the following:

From your campus phone:

1. Dial 7777.
2. You will be asked for your password.
3. Enter 54321.
4. The system will start the setup tutorial.

From a phone other than your own:

1. Dial 7777 or from off campus dial 847-628-2500 the Judson auto attendant will answer.
2. If you receive a password request press “\*”.
3. If you receive the main campus greeting or number request dial, 6553. You will then be prompted for a mail box. Enter your box number.
4. You will be asked for your password, enter 54321.
5. The system will start the setup tutorial.

All startup passwords are 54321. When you setup you Voice Mail box you will enter a personal 4 to 10 digit password. Once you have setup your Voice Mail box to make changes you will press “U” the 8 key to make changes.

## TO ACCESS VOICE MAIL

From your campus phone:

1. Dial 7777.
2. Enter your personal pass code when requested.
3. Press “P” to play and “D” to delete messages.

From a phone other than your own:

1. Dial 7777 or from off campus dial 847-628-2500.
2. If you receive a password request press “\*”.
3. If you receive the main campus greeting or number request dial, 6553.
4. You will then be prompted for a mail box. Enter your box number.
5. When your greeting begins press “\*”.
6. The system will then ask for your password.

## AUTHORIZATION CODE

To call off-campus from a campus phone you must have an Authorization Code (except for toll free and local calls). This code is a seven digit number given to you by Tech Services.

## FURTHER ASSISTANCE

If you have any questions concerning your voice mail or your Authorization code, please submit it through the Judson University home page, Quick Links, Tech Service under Help Desk or call extension 4357 and we will be happy to assist you.