PHONE & VOICEMAIL INSTRUCTIONS
RESIDENCE HALLS/WOLF VILLAGE/GREEK COURT

MAKING CALLS
To On-Campus Numbers - dial last five digits (e.g. x-xxxx)
To Off-Campus Numbers - dial nine, then the number (e.g. 9-xxx-xxxxx)
Some local numbers may require that you dial the 919 area code.

VOICEMAIL SET-UP
1. Dial into the voicemail system from your room phone by dialing 2-6245.
2. The voicemail system will answer and you will be guided through a voicemail tutorial.
   a. The initial password is 276950.
   b. Change your password to personal password (6-15 digits).
   c. Record your name and a personal greeting.

CHECKING YOUR MESSAGES
1. From your room phone, dial 2-6245 (2-MAIL), enter your password, then 1 to listen to your messages.
2. From an outside line or cell phone, dial 512-6245. Once the voicemail system answers, press #, enter your phone number (512-xxxxx). When prompted, enter your password, then 1 to listen to your messages.

GENERAL INFORMATION
Personal greetings must be under 30 seconds.
Incoming messages must be under 2 minutes.
Message capacity is 20.
Heard messages are deleted after 7 days.
Unheard messages are deleted after 15 days.

SAMPLE FACE PLATE