



## USA Phone System: Setting Up Voicemail (Main Campus)

Updated 2/22/2017 – To check for any available updates go <http://www.southalabama.edu/departments/csc/Telecom.html>

### Dialing Voicemail:

From on campus: Press the mailbox button, or dial 1380.

From off campus: Dial (251) 461-1380. When the system answers, press the “#” key.

Enter your password: The default user password is 0000.

If you are not prompted for a password, call Teleca1001 Tc0.8 (902) 457-4111 (ext. 8) must be completed or you will need to start you dial into voicemail.

:  
When the Envelope Button is lit, press the Envelope Button and then the ok button and follow the prompts.

When the Envelope Button is lit, press the Envelope Button and follow the prompts.

When a message is playing, press 33

When a message is playing, press 337.

When you hear a tone on your voicemail and the messages before it have been deleted, dial back into voicemail, and quickly press 337. You may need to dial back in if there are multiple messages.

When you hear a tone, press 4 then 4 after you enter your password.

When you hear a tone, press 4 then 1 then 5 after putting in the password.

When you hear a tone, press 4 then 1 then 4 after you put in password.

When you hear a tone, press \*

When you hear a tone, press 4 then 1 then 4 after you put in password.  
When you hear a tone, press \*

When you hear a tone, press 4 then 1 then 4 after you put in password.  
When you hear a tone, press \*

When you hear a tone, press 4 then 1 then 4 after you put in password.  
When you hear a tone, press \*

When you hear a tone, press 4 then 1 then 4 after you put in password.  
When you hear a tone, press \*