



CSU, Chico
Voice Mail System
Quick Reference Guide

Individual Voice mailbox:

From your telephone:

Press the "envelope" button or dial 4400

Enter your security code (default 7890)

Listen and follow the prompts to navigate within your Voice mailbox

From off Campus:

Dial 898-4400

When prompted for your extension number, press the star (*) key

Enter your Mailbox number
(should be your 4 digit extension number)

Enter your Security code (default 7890)

Listen and follow the prompts to navigate within your Voice mailbox

Accessing Voice mail from a shared line:

If you do **NOT** know your Voice mailbox number:

Dial your extension number from your phone

From off Campus dial 898-4400

After the message, enter your extension

Enter the number of the Voice mailbox you wish to access followed by the star (*) key.
(1*, 2*, 3*, etc)

Enter your Security code (default 7890)

Listen and follow the prompts to navigate within your Voice mailbox

If you **know** your Voice mailbox number:

Dial 4400 from your phone.

From off Campus dial 898-4400

When prompted for your Extension number, press the star (*) key.

Enter your Voice mailbox number

Enter your Security code (default 7890)

Listen and follow the prompts to navigate within your Voice mailbox

Help Desk x6000