CSU, Chico
Voice Mail System
Quick Reference Guide
(for phones on the PBX)

(FOR A **SHARED** VOICE MAIL BOX, PLEASE USE THE INSTRUCTIONS FOR THE **SHARED** MAIL BOX)

To access an **INDIVIDUAL** voicemail box:

From your telephone:
Press the “envelope” button on your phone, or dial x4400.
Dial your security code (default 7890)
Listen and follow the audible prompts to navigate within your voicemail box.

From off campus:
Dial 898-4400
Dial the star key '*' followed by your 4 digit mailbox number.
Dial your security code (default 7890)
Listen and follow the audible prompts to navigate within your voicemail box.

Accessing a **SHARED** mail box:

From your telephone:
Press the “envelope” button on your phone, or dial x4400.
As soon as voicemail answers, enter your mailbox number
Dial your security code (default 7890)
Listen and follow the audible prompts to navigate within your voicemail box.

From off campus:
Dial 898-4400
Dial your security code (default 7890)
Listen and follow the audible prompts to navigate within your voicemail box.

ITSS HELP DESK x4357

For additional brochures and information, visit our website:
http://www.csuchico.edu/ccsv/telephone-services/oncampus.shtml