

Bethel University
First Steps to Using Voice Mail
For Students Living On or Off Campus



Voice mails will be assigned by request only this year. Please call 6280 or fill out a form outside the Office of Telecommunications to request your voice mail to be set up.

Your Bethel **Voice Mail Box** will equal to your **Bethel P.O. Box with a 9 or 90 in front of it** whatever it takes to turn it into a 5-digit number. (If your P.O. Box is 152, your voice mail is 90152) Your pass code will be 2222.

Directions for setting up voice mail from on or off campus are as follows.

On-Campus Residence

- # Dial 6060 (or)
- # Press * twice (after VM answers)
- # Enter voice mailbox number
- # Press *
- # Enter passcode

Off-Campus Residence

- # Dial 638-6060
- # Enter voice mailbox number
- # Press *
- # Enter passcode

A stutter dial tone (sounds almost like a busy signal) indicates that you or your roommate has a message.

To check your voice mailbox for messages, use the same directions as above. After you enter your pass code, you will press "P" for play.

To check voice mail from:

Other On-Campus Residence

- # Dial 6060
- # Press * twice (after VM answers)
- # Enter voice mailbox number
- # Press *
- # Enter pass code

From Campus Courtesy Phone

- # Dial 6060
- # Enter voice mailbox number
- # Press *
- # Enter pass code

Important - Unplayed messages are deleted automatically after 14 days & saved messages are deleted

To leave a message for someone:

- # Follow above instructions to access voice mailbox
- # Press 'M' to make a message
- # Enter voice mailbox(es)
- # Press '#'
- # Record Message
- # Press '#' to end recording of message
- # Press 'X' to send message

To forward all of your calls to your voice mailbox:

- # Lift handset
- # Dial *13
- # Dial 6060
- # Hang up

To cancel call forward:

- # Lift handset
- # Dial #13
- # Hang up