INSTRUCTIONS FOR USING THE ASBURY COLLEGE TELEPHONE SYSTEM

To Call Another Extension on Campus
Dial the 4-digit extension number

To Call a Local Number
1. Dial 9
2. Wait for the dial tone
3. Dial the local phone number (all local calls are free of charge)

To Call a Long Distance Number
Calling Cards: Dial 126, the access number for your card, 9 and then the number you are dialing beginning with 1.

To Access Your Voice Mailbox
On Campus:
1. Dial 2900
2. Wait for the voice mail system prompt
3. Dial your phone extension + the # sign
4. Dial your voice mailbox password + the # sign
Off Campus:
1. Call Asbury College (859)-858-3511
2. Wait for Asbury’s automated operator message
3. Follow the instructions listed above for accessing your voice mailbox from on campus.

To Record a Greeting for Your Voice Mailbox
1. Access your voice mailbox (described above)
2. Dial 82
3. Press 1 for external greeting
   Press 2 for internal greeting
   Press 3 for temporary greeting
4. Press 5 to begin recording
5. Speak into the phone clearly – make your message brief
   (Example: “You have reached the room of John and Jim. Please leave a message after the tone.”)
6. When you are finished speaking, press the # sign.
   You may change your greeting at any time by repeating this procedure. To delete a greeting, follow steps 1-3 above and then dial 76 to delete the greeting.

To Record Your Personal Verification
1. Access your voice mailbox (described left)
2. Dial 89
3. Press 5
4. Wait for tone
5. Speak your name
6. Press the # sign

To Change Your Password
1. Access your voice mailbox (described left)
2. Dial 84
3. Dial your new 4-digit voice mailbox password + the # sign
4. Again, dial your new 4-digit voice mailbox password + the # sign
5. Dial your old 4-digit voice mailbox password + the # sign

To Delete a Message
1. At the end of the message, you will hear “End of Message”
2. Dial 76 at this time
3. The system will inform you that the message has been deleted
4. If there are other messages, the system will continue with the next message
   It is important that you delete your messages after you have listened to them. If your mailbox fills up, you will lose messages.

Who to Call About Your Telephone
For Telephone Service Problems:
Call extension 2177 or email the Help Desk at helpdesk@asbury.edu