



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.

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

settings when there are no messages, press the Envelope Button and follow the prompts.

a message while it is playing, press 33

e while it is playing, press 337.

es 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.

ting, press 4 then 4 after you enter your password.

rded name, press 4 then 1 then 5 after putting in the password.

word, press 4 then 1 then 4 after you put in password.

menu or exit from the main menu, press *

mail from an off-campus phone (Any phone that is not on the Main Campus or USA Commons are treated
to the new voicemail system):

voicemail from an on-campus phone with voicemail, press the Envelope Button, the OK Button (if needed) and
enter your mailbox number and password.

voicemail from an on-campus phone without voicemail, press the Envelope Button, the OK Button (if needed)
then enter your mailbox number and password.

(251) 461-1380. When the system answers, press the “#” key.