

Campus Messenger

Voice Mail User Guide



Welcome to Campus Messenger

Campus Messenger is your very own private voice mail service that is accessible on or off-campus and anywhere in the world.

Campus Messenger will transfer a caller to voice mail if your phone is busy or after three rings. When someone calls and enters voice mail, Marsha the voice mail spokesperson will answer. The caller will hear a personal greeting recorded by you. Once a message is left, a stutter dial tone will be heard on the telephone line. This indicates a message is waiting for you.

Campus Messenger works for you 24 hours a day and never misses a message!

To check your messages:

1. Call the voice mail system at **4-MAIL** or **(46245)** and press the # key at the prompt.
2. Please type in your mailbox number.
3. Please type in your eight-digit password at the prompt.
4. Your messages will automatically play.
5. Please remember the **7** key for erase and the * key to exit.

If you have any questions or concerns, please call Telephone Services at **(765) 285-8417**

Let's Get Started

To set up your mailbox you must call into Ball State's voice mail system. The number to call on campus is **4-MAIL** or **4-6245** and the off campus number is **(765) 214-6245**.

1. At the prompt, please press the # key.
2. Using the keypad of your telephone, type in your mailbox number. This number will be the same number as your dorm or apartment telephone number.
3. Please type in the temporary password provided by Telephone Services. You will now be prompted to change it to a personal password known only by you.
4. Marsha will now lead you through a tutorial that will set up your voice mail. She will ask you to record your name. Simply, state your first and last name.
5. Finally, Marsha will ask you to establish a greeting. You have two options: a standard or personal greeting. Once this is done, your mailbox will be setup and you need only to press * to exit.

Just sit back and relax and let **Campus Messenger take care of your messages!**

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