Basic Information

System Access Number  ► Dial 310-206-0147

Voice Service ID  ► The five-digit mailbox number (usually the five-digit campus number)

Password  ► The voice service ID number backwards, followed by 1
► For example, the password for voice service ID number 12345 is 543211

Help  ► Press * for on-line general help or call 310-825-8168

Customer Service  ► Dial 310-825-3775

Repair  ► Dial 114 from on campus or dial 310-206-0008

Outgoing Greeting

Record  ► Dial VoiceNet access number; listen for voice service ID prompt
► Enter five-digit voice service ID number, then press #; listen for password prompt
► Enter password, then press #
► Press 5 to record; listen for tone, then speak
► Press # to stop recording
► Press 2 to review greeting
► Press 5 to re-record
► Hang up to exit