



## Voicemail System

### Initializing your New Voice Mailbox

1. Dial 5930
2. Enter temporary password (1234)
3. Record your name
  - a. Re-record Press 1
  - b. Keep your recording Press 2
4. Spell your name using the keypad
  - a. Re-enter Press 1
  - b. Keep your entry Press 2
5. Put name in outside directory Press 1
6. Record your personalized greeting
  - a. Re-record Press 1
  - b. Keep your recording Press 2
7. Select a new security code (3-10 digits)
8. To confirm setup Press 1  
To restart process Press 2

To reset any of these options after you complete the initialization, login to your voice mailbox and press 3 for the Main Menu.

### Accessing Your Voice Mailbox

1. **From your personal campus telephone:**

Dial 5930

2. **From a campus telephone:**

Dial 5930+#9 + 4 digit extension + password

3. **From off campus:**

Dial 781-239-5930 + 9 + 4 digit extension + password

### Using Your Voice Mailbox

To use the voice mailbox, follow the spoken prompts. For additional tip down our printed sheet at:

lt.babson.edu

## Name Connector

Having trouble remembering a phone number? Use our Name Connector to reach student, faculty or staff across campus. Dial extension 6263 (name) or 'O' from any campus phone. Say the first and last name of the person you wish to reach and the system will automatically connect your call.

## PAETEC Online

[www.campuslink.paetec.com](http://www.campuslink.paetec.com)

Log on and click a specific date to view an itemized invoice of all your calls instantly!

Access all of your account information via our website. All you need is your PBN and 11 Digit Account ID to:

- Obtain current account balance
- Review your invoice and payment history
- Print a copy of your bill
- Verify rate information
- Pay your bill by Credit Card
- Verify Customer Service hours

## PAETEC Contact Information

**Customer Service** **1-800-962-4772**  
Billing Inquiries  
Automated Account Information  
Credit Card Payments  
TTY for Customer Service **1-800-803-0320**

**Customer Service Fax** **1-888-880-7676**  
**Repair** **1-800-962-4772**  
**Email** [campuslink@paetec.com](mailto:campuslink@paetec.com)

### Mailing Address:

**PAETEC**  
**Campuslink Services**  
**One PAETEC Plaza**  
**600 Willowbrook Office Park**  
**Fairport, NY 14450**

## Repair Service

Repairs to telephone instrument are the subscriber's responsibility. Question regarding repairs needed for telephone, data jacks and lines should be made to extension 4357