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: It.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
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
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