

To: MCLA Resident Students  
From: Sandy Macksey, Telecommunications  
Date: Academic Semesters 2011/2012  
Re: Student Dorm Phone/Voicemail Information

Welcome new and returning students. **Important Announcement Below.**

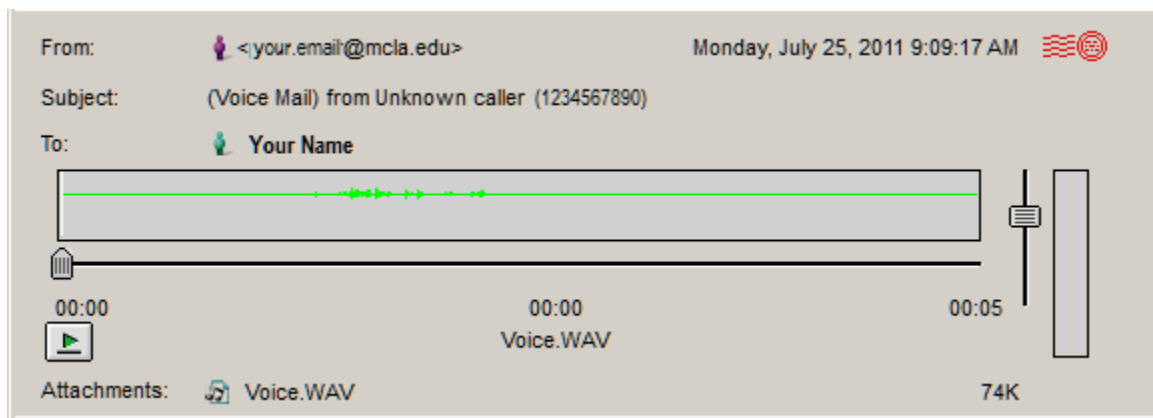
The college **encourages** students to bring a phone to plug in their rooms and utilize voicemail to keep you informed about important notices and announcements.

**\*\*MCLA is introducing a new way to provide you with voicemail and dorm room phone services. \*\***

**Starting this fall, your phone number is the same as your voice mail box number.** Calls will still ring first at your dorm room but if not answered, callers can leave a message which will be put into your First Class inbox. If you change rooms, both your ***Voice Mailbox/Phone Number*** will stay the same, now called your ***Personal Extension Number***.

Your **Personal Extension#** is: **XXXX**

You will not have to dial into the voice mail system to check or pick up messages. All your voice messages will be forwarded to your personal First Class email inbox as sound file attachments. They will appear as email starting with the Subject “(Voice Mail)”. Click on the email to open and hear your message. Even if you choose not to plug in a phone or set up a personal greeting you will still receive voice messages in your First Class Email inbox.



**To contact another student, dial 5101, press # then dial the desired number** (i.e. 7xxx or 8xxx) when you hear the operator’s welcome message. To dial from off campus, dial 413-662-5101 and at the welcome message, enter the number.

**Set up your personal greeting and security code:** See the Campus Connection ([campus.mcla.edu](http://campus.mcla.edu)) main page under *Links for Students* to see instructions for utilizing and personalizing your voicemail system.

Questions about your voicemail or phone services? Call the Voicemail Help Desk – x5115 or go to [www.mcla.edu/About\\_MCLA/Admin/telecommunications/](http://www.mcla.edu/About_MCLA/Admin/telecommunications/)

Forgot a phone to plug into your room? Need to dial long distance from a dorm phone? Purchase a phone or prepaid calling card from the MCLA Bookstore.