

Phantom Phone Directions

Phantom Phones are those extensions which are not tied to a physical phone. You are assigned a phantom phone because your schedule puts you in classrooms where there is no extra phone line.

If you have received a notice that you are on a Phantom Phone, please follow these directions to access your phone messages.

1. Go to any phone on campus. Please note that you can do this from any phone anywhere, anytime. If you are off-campus, dial into the main phone for your school and then follow the same directions.
2. After the auto-attendant starts talking, Dial 850.
3. When you hear the main message, hit *
4. Enter your User id—this is your phone extension—and # - For example, if you have a phone extension of 700 you would hit 700#
5. Enter your Password followed by the # sign.
6. At this point, follow the prompts to access your voice messages.

