






Rider University – General Mailbox Setup Instructions

Please follow the instructions below to initialize the general mailboxes.

1. To setup general mailboxes, you must launch the tutorial by pressing the cassette key located on your handset . Please allow yourself a few minutes to complete this process.
2. When the system answers and prompts you to enter the passcode, only press .
Do not enter a passcode during this step.
3. When prompted to enter a mailbox number, enter the mailbox number **and** .
*For Example – if the mailbox number is 1000, enter 1 0 0 0 **
See list of general mailboxes that require setup on page 2
4. When prompted to enter passcode, enter **1111** (this is the default passcode; you will be prompted to change the passcode).
5. Follow the tutorial prompts to complete setup of your mailbox. There are 3 items to setup:
 - Set new passcode
 - Record greeting
 - Record mailbox name



Note – The tutorial will advise once your mailbox setup is successfully completed. If you do not complete all the steps for mailbox setup and you hang up before the system acknowledges that the mailbox is fully setup, you'll need to start the setup all over again!

Message Waiting Notification

When new messages arrive in the General Mailbox, the button programmed on your phone labeled **Gen MB** will flash **blue**. Additionally, the Gen MB button will read “**ON**”.

To listen to new messages, lift the handset and press the **Gen MB** button and follow the prompts to retrieve the messages. Once new messages have been retrieved, the flashing light indicator on the button will go out and the **Gen MB** button will read “**OFF**”.

General Mailbox Numbers & Assignments

General Mailbox Name	Mailbox Number
Cashiers Credit Crds	1599
Cashiers Refunds	1598
Cashiers Aux Svcs	1597
Cashiers Other	1596
President's Office	6001
Psychology Dept.	6087
Science Dept.	6092
Political Science	6350
Fine Arts Dept.	6168
Foreign Language	6146
English Dept.	6145
Communications Dept.	6209
Transition Programs	6373
CCS	6033
Ricoh Mail Services	6477
Univ. Communications	6192
Public Safety Admin	6049
Wrestling	6201
Health Center	6178
Conservatory	6355
Media Services	6375
WRRC The Bronc	6369
HR Benefits	6224
Univ. Advancement	6167
Academic Affairs	6010
VP Student Affairs	6101
Academic Success Ctr	6008
Office of the Bursar	6021
Rider Univ. Store	6121

General Mailbox Name	Mailbox Number
Student Affairs	6103
Residence Life	6102
VP Student Affairs	6313
College of Buisness	6152
UG College Business	6170
Undergrad. Education	6444
Facilities	6080
Athletics	6054
OIT	6196
Athletics Training	6052
Conference Services	6310
Int'l Aux. Programs	6741
Auxiliary Operations	6156
Transportation	6151
Alumni Relations	6340
Gourment Dining	6061
Development	6169
Development 2	6775
Counseling Center	6157
Registrar's Office	6066
Swimming & Diving	6024
Teach & Learn Ctr	6333
WCC Continuing Ed	6227
WCA Dean's Office	6206
WCC External Affairs	6307
One Stop ACD General Mailbox	6360
Admissions ACD General Mailbox	6042
Help Desk ACD General Mailbox	6000