

THE COLLEGE OF NEW ROCHELLE DIRECTORY

INFORMATION SYSTEMS

Provides telecommunications support for all campuses. Any system or equipment malfunction should be reported to the **Help Desk at ext. 5012 or helpdesk@cnr.edu**. Any requests for telephone additions, moves, or changes should be submitted two weeks prior to required date. Please be aware that you will be responsible for any additional cost which may occur due to the move, add or change.

MAKING THE CALL

When making calls **within** New York City (within the same area code or between area codes), you must **dial 1 + area code + 7 digit number**. This applies for all calls in the **212, 646, 917, 718 and 347 area codes**.

DIRECTORY INFORMATION

You must dial **1 + area code** for all calls outside the local calling area (including long distance calls within 914).

Example: a call to Connecticut would be **8 + 1 + 203 + the 7-digit number**

Local calls	8 + 7 digit #	Emergency	911
Long Distance	8 + 1 + area code + 7 digit #	Internal Operator	0
Credit Card	8 + 0 + card number	Security	5204
International	8 + 011 + country code + city code + number	Health Center	5311

Anywho.com (<http://www.anywho.com/>) is a free online directory assistance service offered by AT&T. It offers quick access to residential, business, and government white and yellow pages listings. We encourage you to use this service rather than the traditional fee based directory assistance.

VOICEMAIL QUICK REFERENCE GUIDE

CNR Voicemail extension 2510 or 914-323-2510

Express Messaging extension 2511 or 914-323-2511

The voicemail system notifies you of messages with message light or a "broken" dial tone when you pick up the handset. To listen to your messages, dial **x2510** and when prompted, enter your mailbox number, press #, enter your password, press #.

Mailbox Commands

Listen to your messages	2
Compose a message	75
Personal greeting	82
Password change	84
Distribution list	85
Personal verification	829
Disconnect from Meridian Mail	83

Message Commands

Reply	71
Forward	73
Compose	75
Delete/Restore	76
Send	79
Call Sender	9
Help	*

After listening to your messages, press **76 to erase** or press **6 to go on to the next message**. If you do nothing, the system will automatically save your messages and go on to the next. Saved messages will be deleted automatically after 14 days. Please remember to **log off by pressing 83** when you are finished. **To get help while using CNR Voicemail, press ***. Additional feature documentation and user guides are also available. For further assistance with voicemail, please call extension 5012 or visit us at <http://cnrweb.cnr.edu>.

• Please note that saved voicemail messages will be stored for 14 days and then will be automatically be deleted from our system.