

Avaya Phone System and OfficeLinx Voicemail System

Telephone Prefixes and Dialing Instructions

Locations	Telephone Number Prefixes
City Park Campus/Jefferson Site/Maritime and Industrial Training Facility	(504) 671-XXXX
Building 37 Administration/West Bank Campus	(504) 762-XXXX
Charity School of Nursing	(504) 571-XXXX
River City Site and Advanced Manufacturing Center of Excellence	(504) 342-XXXX
Sidney Collier Site	(504) 941-XXXX

Internal/External Dialing Instructions		
Feature		Example
*Phone to Phone	1 + (4) digit extension	1 + 5500
Local Calls	9 + (7) digit number	9 + 555-1234
Long Distance	9 + (1) + Area Code + Number	9 + (1) + (Area Code) + 555-1234
*Note: No matter the location, you must dial (1) when dialing the 4-digit extension		

Dialing Instructions to Retrieve Voicemail (All Locations)	
Retrieve Voicemail from OfficeLinx (On Campus)	Retrieve Voicemail from OfficeLinx (Off Campus)
Press "Messages" Button	1(844) 456-0215