

## How to Call an ATCC Number

DESCRIPTION	PRIMARY EXTENSION
From a cellphone	Dial the Japanese number Directly or 03-4580-0135 + 1+ ATCC Number
From a Kadena DSN Extension	96 + (dial 6 + last four digits of the ATCC Number)
From a Marine Corps Base DSN Extension	634-8000 (At the recording, dial the full 11 digit number or for businesses dial 6 + last four digits of the ATCC Number)
From the US or US Telephone Number	Dial ATCC Number Directly

## How to Place Calls from an ATCC Number

DESCRIPTION	QUICK DIAL	PRIMARY EXTENSION
To a DSN Extension		96+632-XXXX or 96+634-XXXX or 96+630-XXXX
To the DSN Base Operator	113	
To a Japanese number		011-81-drop the first 0 of the #
US number		1 + area code + #
To an International Number		011+ country code + #

## ATCC Voice System Numbers

DESCRIPTION	QUICK DIAL	PRIMARY EXTENSION
Base fire and emergency services	911	
ATCC Voice Mail	400	1-415-692-8301
ATCC Help Desk	411 option 3	1-415-692-8300
ATCC Customer Service	411 option 2	1-415-692-8300

**To access your voicemail:**

- Dial 400 and wait for announcement
- Dial 1 + your 10 digit phone number
- Press #
- Enter <password>
- Press #

Your password must contain at least 4 digits.

Can't remember your password? Dial 411 and select option 3 to have your password reset.

**Voicemail Commands****Main Menu**

- 1 New messages
- 2 Old messages
- 3 Send messages
- 4 Transfer extensions
- 5 Personal options
- 6 Message count
- 9 Exit

**Personal Options**

- 1 Add or change greeting
  - 1 Review greeting or name
    - 1 Save Greeting
    - 2 Review
    - 3 Re-record
  - 2 Re-record
  - 3 + # Delete greeting
- 2 Create an extended absence greeting
- 3 Turn on/off absence greeting
- 4 Add or change name
- 5 Change password
- \* Previous menu

**Message Menu**

- 1 Skip to next message
- 2 + # Delete message
- 3 Reply
- 4 Forward
  - 1 Send message
  - 2 Review message
  - 3 Re-record message
- 5 Replay
- 6 Return the call
  - 1 Call this number
  - 2 Call different number