

# Activating a Verizon Wireless/SouthernLinc Cell Phone

## 1. For Verizon Wireless Phones:

- a. Open the box and assemble the phone according to the manufacturer's instructions.
- b. If applicable, power off your old phone.
- c. Call the toll free number on the customer receipt from a land line telephone.  
1-800-922-0204
- d. Follow the prompts. Enter the cell phone number when prompted and choose option #2 to activate a new phone.
- e. Continue following the prompts by choosing option #2 once again and reentering your cell phone number.
- f. Enter the location code found on the customer receipt in the upper right hand corner.
- g. Verify the Order number when asked.
- h. Once the phone is activated, power it on and dial \*228.
- i. Press option #1 to program your phone. Once your phone has been programmed successfully, end the call.
- j. Place a test call to, and from, the phone to be sure it is working.
- k. Fax the Customer Receipt to Admin Services. 334-844-5530
- l. If you have a BlackBerry device or a PDA Phone, proceed with connecting your device to the AU GroupWise system (step 2a or 2b) by navigating to the following link using an internet browser on your desktop or laptop PC.  
<http://www.aces.edu/ctu/techref/hardware/cellphones/>

## 2. For SouthernLinc Phones:

- a. Open the box and assemble the phone according to the manufacturer's instructions.
- b. If applicable, power off your old phone and remove the SIM card. The SIM card can usually be found underneath the battery.
- c. Insert the SIM card (from the box, or from your old phone) into the new phone. Be sure the SIM card is properly installed.
- d. Power the phone on and make a test call to and from the new phone.
- e. Fax the Customer Receipt to Admin Services. 334-844-5530
- f. If you have a BlackBerry device or a PDA Phone, proceed with connecting your device to the AU GroupWise system (step 2a or 2b) by navigating to the following link using an internet browser on your desktop or laptop PC.  
<http://www.aces.edu/ctu/techref/hardware/cellphones/>