

Analog Phone -- Voice Mail Instructions

Phone number 733-9554 x _ _ _ _
On campus dial x _ _ _ _

To set up your greeting: dial 6000, the system will ask for your password. Your password will be 0000. When you set this up for the first time, the system will ask you to enter a new password.

Voice mail indicator: A slow beep will sound when you lift the receiver, indicating you have voice mail.

To access your voice mail: dial 6000, enter your password. You will then be led through your options.

To access your voice mail from a phone off-campus: dial 733-9554 x _ _ _ _ when it goes to your greeting press *, the system will ask for your id – enter your extension number, and then enter your password.

To place a call on hold: flash the switchhook (*quickly press the receiver button down.*) To return to the call, flash the switchhook again. (There is another call coming in when you are on the phone and hear a beep.)

To transfer a call: flash the switchhook (*quickly press the receiver button down.*) dial the extension and hang up. *OR* you can flash the switchhook and stay on the line to talk to the person you are transferring to and then hang up.

To forward all calls to another number: pick up the receiver, dial * * 1, dial extension where calls will be sent, hang up. *To remove* the call forward, dial * * 2

To forward all calls to voice mail: dial * * 0. *To remove* the call forward to voice mail, dial * * 2

To pick up a call on a phone in your call group: dial * * 3

To redial the last number dialed: dial * #.