

Office Phone Features (for Employees)

Summary

How employees can transfer calls, manage Quick Message, and call a different line

Overview

Transferring callers directly to voice mail (without ringing phone)

Digital or IP phone with Transfer button:

1. Initiate the transfer process on your phone Press the Transfer button.
2. Dial the voice mail access code, 7454.
3. Press *, #, #, and enter the desired mailbox number (3 or 4 digit extension)
4. Complete the transfer process in order to release the call Press the Transfer button again.

Analog phone with Flash button:

1. Initiate the transfer process on your phone Press the Flash button.
2. Dial the voice mail access code, 7454.
3. Press *, #, #, and enter the desired mailbox number (3 or 4 digit extension)
4. Complete the transfer process in order to release the call Hang up.

Analog phone without Flash button:

1. Initiate the transfer process on your phone quickly press the switch hook and release.
2. Dial the voice mail access code, 7454.
3. Press *, #, #, and enter the desired mailbox number (3 or 4 digit extension)
4. Complete the transfer process in order to release the call Hang up.

Note: A third # must be entered in step 3 if the extension receiving the call does not have an associated mailbox.

Quick Message

To leave a message without calling the user:

From Office Phone:

1. Dial 7454
2. Dial *,#,#
3. Enter the destination extension followed by #

From Outside the College:

1. Call 254-1921
2. Dial 7454
3. Press #,#
4. Enter the destination extension followed by #

Call a Different Number

During the greeting of a mailbox:

1. Press *8 while listening to the greeting
2. Dial another extension followed by #

If prompted, selected the correct number.

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