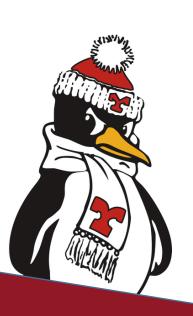


# Phone & Voicemail System



**Technology Training** 

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# **Phone Systems**

If it becomes necessary for campus to close and you are working remotely, forward your office phone to your home phone or a cell phone, check your voicemails, and/or set an alternative greeting.

This document will help you to:

- Forward your office phone.
- Set up your voicemail.
- Set up an alternate greeting.
- Check your voicemail from off campus.

### Forward Your Office Phone

- 1. Press \*4
- 2. Press 9 and enter the phone number you want to receive calls. (IE 9-330-555-1234)
  - a. Note: If you phone is a long distance number please dial 9, 1, and your phone number. (IE 9-330-555-1234)

### Cancel the Forward

1. Press #4 on your office phone.

Your Voicemail Box will only hold 25 messages. Greeting length is 90 seconds and your message length is limited to 2 minutes.

### Check Voicemail

- 1. Dial 2034.
- 2. Enter your password.
- 3. Select 1 to listen to new messages.
- 4. Select 3 to delete messages.
- 5. Select 2 to save the message.

### Check Voicemail from home.

- 1. Dial 330-941-xxxx (your campus extension)
- 2. At the greeting press \*
- 3. Enter ID (your campus extension)
- 4. Enter Password.
- 5. Follow prompts.

### To Set an Alternate Greeting

- 1. Dial 2034
- 2. Enter password.
- 3. Press 4 for setup Options.
- 4. Press 1 for greetings

- 5. Press 1 to play current greeting.
- 6. Press 2 to set alternate greeting.

# To Edit a Greeting

- 1. Dial 2034.
- 2. Enter password.
- 3. Press 4 for Setup Options.
- 4. Press 1 to change your greeting.
- 5. Record greeting or press 3 to record a different greeting, choose greeting, re-record it.'
- 6. Press # to end recording.
- 7. Press \* to exit.

If you need further assistance please contact the Technology Training Team.

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