

Voicemail Instructions

Call (213) 740-5600 for voicemail.

Forwarding a Message

1. <i>During or at the end</i> of the message	Press 13
2. The system will record your comments and attach it to the message a. When finished recording b. <i>or</i> if you choose not to record any comments	Press #
3. Enter the 5 digit extension number	Enter ext. #
4. When finish entering the extension	Press #
5. To forward the message	Press #

Note: When you enter the telephone number, include area code if different from that of your system (department).

Replying to a Message

1. <i>During or at the end</i> of the message	Press 17
2. The system will record your reply a. When finished recording	Press #
4. To send the reply	Press #

Changing Your Mailbox Name

1. When you hear the prompt " <i>Ready</i> "	Press 16
2. Choose the record name option	Press 8
2. The system will record your name a. When finished recording	Press #

Changing Your Greeting

1. When you hear the prompt " <i>Ready</i> "	Press 4
2. Choose the change greeting option	Press 6
3. The system will record your greeting b. When finished recording	Press #

Setting Up a Vacation Message

1. When you hear the prompt "Ready"	Press 4
2. Choose the recording extended-absence greeting	Press 7
3. The system will record your message	
c. When finished recording	Press #

General ISDN Phone Use

Forwarding Calls

You will need to contact ISD (x03880; option 1; option 2) to determine which instructions to follow to activate your call forwarding. Depending on your extension number, you may either need to follow instruction 1 or 2.

Instruction 1

To *activate* call forwarding:

1. To activate	Press #27
2. You will hear four tones	Press *23
4. Enter the 5 digit extension number	Enter ext. #
5. To complete the activation	Press *27

To *deactive* call forwarding:

1. To deactivate	Press #27
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Instruction 2

To *activate* call forwarding:

1. To activate	Press #30
2. You will hear four tones	Press *26
4. Enter the 5 digit extension number	Enter ext. #
5. To complete the activation	Press *30

To *deactive* call forwarding:

1. To deactivate	Press #30
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Conference Calling

To start a conference call while you are on the phone with a second party:

1. To add the third party	Press CONFERENCE
2. Enter the third parties number: a. If <i>on-campus</i> , enter the extension number b. If <i>off-campus</i> , dial 9-1-(area code)-7 digit number	Enter ext. # Enter phone #
4. Enter the 5 digit extension number	Enter ext. #
5. To complete the activation	Press *30

Follow the same instructions above if you wish to add additional parties to your conference call.