

## Tuesday TechTip:

### **What is one technology, besides your computer, that you use everyday?**

Not to be forgotten, below you will find some tips for using some maybe not-so-known features on your . . . telephone! When you go on vacation or to a conference, you may need to forward calls to your extension to another person in your office. Or, straight to your voicemail. Did you know you may check your voice messages from off-campus?

### **Checking messages from off campus:**

1. Dial your own 7 digit number (875-xxxx) or 875-7700.
2. When the recorded message begins, press the \* key.
3. When asked for an ID enter your 4 digit voicemail number followed by the # key.
4. When asked for password, enter your password followed by the # key.
5. Press **1** for new messages
6. Press **3** to hear old messages
7. Press **1** to hear saved messages.

### **Forwarding messages to another person**

1. After listening to the message, press **5**.
2. Follow the Cisco Unity conversation to address the forwarded message. To switch between spelling and extension number entry press **##**.
3. Select one of the following three options:
  - Press **2** to add an introduction to message
  - Press **3** for message options
  - Press **#** to forward as is

### **Forward calls to voicemail**

1. Press the **CFwdAll** softkey.
2. Press the **Messages** button.
3. To cancel call forwarding, press the **CFwdAll** soft key.

### **Forward all calls**

1. Press the **CFwdAll** soft key. You should hear two beeps.
2. Enter the number to which you want to forward all of your calls. Be sure to enter the number exactly as you would if you were placing a call to that number from your office phone.
3. To cancel call forwarding, press the **CFwdAll** soft key.

[Click here to learn more about your phone features!](#)

For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>