

Analog Phone Instructions

Change phone greeting:

- Change phone greeting remotely: Dial 8000
- Your password
- Press 4 personal options
- Press 3 greetings
- Press 1 personal greeting
- Press 2 for extending absence
- Press 3 for recorded name

Change recorded name:

- Dial 8000
- Press # extension number
- Press 4
- Press 3
- Press 2
- Press 1

Listen to Voicemail:

- Dial 8000
- Password

Listen to Voicemail Remotely:

- Dial 610-902-8000 (off campus) or 8000 (on campus)
- Press #
- Mailbox number (extension)
- Password
- Follow prompts to listen to messages

Transferring a Analog Call:

- While on the call, press FLASH
- Dial the extension you want the call to be transferred to
- You may hang up right away, or wait until the party answers

Redial

- Dial *70

To skip to end of voicemail message:

- Press 33
- 7 to delete
- 9 to save
- 4 to replay message
- 5 to retrieve message information