Telephone Instructions For Central Office Staff

Accessing Voicemail Remotely

1. Dial your *334-242-2000.*
2. You will be prompted for your ID
3. Enter your *5-digit extension* followed by #.
4. You will be prompted for your PIN.
5. Enter your *PIN/password* followed by *#.*
6. Follow Unity instructions.

Forwarding Calls

You can forward all your telephone calls to another extension, an external telephone number, or your voicemail. When your Phone is forwarded, it will not ring with incoming calls.

1. Lift the handset
2. Press the soft key under the Fwd All in the Phone display.
3. Enter the phone number you wish to forward your calls to, exactly how you would dial it directly from your Phone. For example, if you dial a 9 for external numbers, include it here.
4. The phone number your calls are forwarding to will be shown in the display of your Phone.
5. To cancel the forwarding, press the Fwd Off soft key.