**Using your office phone remotely**

*To Call Forward Your Extension*

* On your phone (do not pick up handset)
* Press**SuperKey**
* PhoneBook? Press**No**
* Call Forwarding? Press **Yes**
* Always? Press **Review**
* Press **Change** then Press **Program**
* To: Enter  **4 digit extension  OR 9 + 1 + ten-digit telephone number**
* Press **Save**
* Press **Change**
* Press **TurnOn**
* Press **SuperKey**

*To Decativate Call Forwarding*

* Press **SuperKey**
* PhoneBook? Press **No**
* Call Forwarding? Press**Yes**
* Always? Press **Review**
* Press **Change**
* Press **TurnOff**
* Press **SuperKey**

*To Check for Voicemail Messages*

*From Home, Cell Phone, or Any Other Location Outside the College*

* (646) 312-1111
* Press 9
* Enter your mailbox number \* (eg 1020\*)
* Enter your password

*To Manage Your Messages*

The system is designed to give you a hint which key to press:

* Press P to PLAY a message (7 key)
* Press D to DELETE a message (3 key)
* Press K to (OR SAVE) a message (5 key)
* Press M to MAKE a message (transfer) to another mailbox (without comments) (6 key)
* Press G to GIVE a message (preface a message) to another mailbox (with your comments) before transfer to another mailbox (4 key)
* Press A to ANSWER (or reply) to a message (2 key)