FHU Voice Mail Instructions

To access Voice Mail on campus:

Press the message or envelope key on your Cisco phone or Dial 4400 from any other type Phone. If it doesn't ask for your password or you are using someone else's phone press the <*> (Star) key and then enter your directory Number followed with a <#> key when asked for your ID. Enter your password when prompted. Follow the prompts to listen to your messages.

To access Voice Mail off campus:

You may access your Voice Mail from off campus by dialing 989-6999, then enter your directory Number followed with a <**#**> key when asked for your ID. Enter your password when prompted followed with a <**#**> key. Follow the prompts to listen to your messages.

To transfer an incoming call to someone's voice mail use the following steps:

Press <Transfer>, <Conference>, or <Link> key

Enter "2501" for all Phones

When the transfer voice mail prompt answers enter the extension number of the person's Voice Mail that you are transferring to and then press <#>

Press <Transfer>, <Conference>, or <Link> key and hang up