

## Additional Features

How to...	Steps	Purpose
<p><b>Express Messaging</b></p> <p><b>Transfer a call to Express Messaging</b></p> <p><b>Conference a call to Express Messaging</b></p>	<ul style="list-style-type: none"> <li>▪ Dial <b>77777</b></li> <li>▪ Enter the appropriate mailbox number</li> <li>▪ Press <b>#</b></li>   <li>▪ Press <b>transfer</b> key</li> <li>▪ Dial <b>77777</b></li> <li>▪ Enter the mailbox number</li> <li>▪ Press <b>#</b></li> <li>▪ Press <b>transfer</b> key</li>   <li>▪ Press <b>conference</b> key</li> <li>▪ Dial <b>77777</b></li> <li>▪ Enter the mailbox number</li> <li>▪ Press <b>#</b> and wait for the mailbox to answer</li> <li>▪ Press <b>conference</b> key</li> <li>▪ Press <b>release (R or RLS)</b></li> </ul>	<p>Express messaging is a fast method of leaving a message in another mailbox without logging in to your own mailbox to compose and send the message.</p> <p>This feature is useful if you do not wish to interrupt the person that you are leaving the message for, or if you know that they are unavailable. Mailbox numbers are usually the person's phone number.</p> <p>Allows you to transfer a caller directly to a mailbox to leave a message.</p> <p>As above, in the absence of a transfer key, this feature will allow you to conference a caller to the appropriate mailbox to leave a message.</p>
<p><b>Forward your calls to voice mail</b></p>	<ul style="list-style-type: none"> <li>▪ Press the <b>forward</b> key (the diamond will flash)</li> <li>▪ Dial <b>36520</b></li> <li>▪ Press the <b>forward</b> key (the diamond will stay lit)</li> </ul>	<p>By forwarding your telephone to voice mail, all calls will be directed to your voice mail immediately. Your telephone set will not ring.</p>
<p><b>Automated Attendant</b></p>	<ul style="list-style-type: none"> <li>▪ From off-campus dial <b>613-533-6000</b></li> <li>▪ Enter the 5 digit extension</li> </ul>	<p>The automated attendant allows off-campus callers to reach internal extensions (7xxxx) directly. This service is free and is available 24 hours a day. This service is only available to touch-tone callers.</p>