Phone Cheat Sheet

Campus Codes
- 11 – Moberly
- 12 – Columbia
- 13 – Mexico
- 14 – Hannibal
- 15 – Kirksville

To Make a Local Call
- Dial 8 + the number

To Make a Long Distance Call
- Dial 8 + 1- (Area Code)-Number
- Wait 3 Seconds
- Dial Long Distance Code followed by #

Transfer a Call Using the Directory
- Press the transfer button
- Press the Directory Button on Screen
- Look up desired person to transfer to then press #

Transfer a Call Directly to Voicemail
- Press Voicemail Key on Phone Screen
- Dial the extension and Hang Up

Phone Forwarding
- Forward all calls by pressing “Fwd. All” key
- Forward calls if extension is busy by pressing 357 without lifting handset
- Forward calls if extension does not answer by pressing 356 without lifting handset
- Forward calls if busy/no answer by pressing 358 without lifting handset

Customize Ringtone
- Without lifting handset Dial 398
- Use Volume Up and Down Arrows to Choose Ringtone

Program Unused Keys
- Without lifting handset Dial 397
- Press unused button and dial the extension you wish to program

Voicemail
- Press “Voice Mail” key followed by * and your extension, enter password, press #
- Press 1 to play new messages, press 3 to listen to saved messages
- Press 7 to save voice mail, press 9 to delete
- Press 4 at the Voice Mail main menu to change your greeting, recorded name, password, or message envelope.
- Voice Mail can be checked outside of the college by calling a campus closest to you, and pressing * when you hear the auto-attendant greeting

Additional Phone Tips
- Try to only let calls go to Voice Mail if you are away from your desk.
- If you are in an office with another phone, you can answer it using reverse transfer to see if you can help them.
- If you can’t help or they want to specifically talk to that person, then transfer the caller directly to their Voice Mail

If you have any more questions, please call Plant Operations at extension 11206. Also consult your Telephone Reference Guide or Voice Mail Reference Guide.