

Basic Phone Instructions

Access voicemail from another phone

To check your Glendale voicemail messages from another phone:

1. Call (818) 240-1000
2. When you hear "Welcome to Glendale Community College..."greeting, press the * key to interrupt it.
3. The system will ask for your ID, which is your extension, followed by the # key.
4. Enter your voicemail pin when prompted, followed by the # key.
5. Follow the voice prompts to listen to your messages.

Forward calls

To forward all calls on your office phone to another number (such as your mobile/home phone), complete the following steps:

1. Lift phone headset.
2. Press the CFwdAll softkey. You will hear two beeps.
3. Enter the number to which you want to forward all of your calls. Enter 9, 1 and the number exactly as you would if you were placing a call to that number.
4. After you enter the number, you will hear two beeps. Hang-up headset.
5. The LCD screen displays a message confirming the number to which your calls are being forwarded.