



Muskegon Community College

Office of Information Technology

USING THE VOICEMAIL SYSTEM

Requirements:

- Campus phone extension that has a voicemail account.

To dial someone's voicemail directly:

1. Dial "*" plus the extension (example "*123").

To transfer a call you are on directly into voicemail :

1. Press the Transfer button.
2. Dial the "*" key and the extension of the voicemail.
3. Hit the Transfer button again.

To forward all incoming calls to voicemail:

1. Press the CFwdALL button.
2. Dial the "*" key and your own extension.

To stop forwarding all incoming calls to voicemail:

1. Press the CFwdALL button.