

Otterbein Off-Site Phone Quick Reference

For help with your phone or phone related issues

- Contact Jay Cronin, in Facilities Services, ext. 1300



To forward the extension to another extension

1. From the campus desk, pick up the line to forward
2. Dial *41 followed by the four-digit extension to receive the calls
3. A staggered dial tone should sound, hang up and the line button should be solid red
4. To cancel the forward, pick up the line and dial *4, and hang up. The line button should be a dark color like normal.

To forward the extension to a local off-campus phone

1. From the campus desk, pick up the line to forward
2. Dial *419 followed by the ten-digit telephone number to receive the calls
3. A staggered dial tone should sound, hang up and the line button should be solid red
4. To cancel the forward, pick up the line and dial *4, and hang up. The line button should be a dark color like normal.

To forward the extension to a long distance off-campus phone

1. From the campus desk, pick up the line to forward
2. Dial *4191 followed by the ten-digit telephone number to receive the calls
3. A staggered dial tone should sound, hang up and the line button should be solid red
4. To cancel the forward, pick up the line and dial *4, and hang up. The line button should be a dark color like normal.

To access your Otterbein voicemail from off-site

1. Dial 614-823-1996
2. At the prompt enter the mailbox number (extension) to retrieve messages
3. As you begin to hear the voice message, hit *
4. At the prompt enter the passcode and follow the instructions

To record your Otterbein voicemail greeting from off-site

1. Dial 614-823-1996
2. At the prompt enter the mailbox number (extension) to retrieve messages
3. As you begin to hear the voice message, hit *
4. At the prompt enter the passcode
5. At the prompt hit U (8 key) for user options
6. Hit G (4 key) to change the voicemail greeting and follow the instructions