



Telephone System Feature Codes

Feature

Call Pickup	*73
Call Pickup (outside your group)	*72 + extension
Call Park/Retrieve	*75 + extension
Redial last number	*70
Do Not Disturb activate/deactivate	*78
To change your phone's password	**4
To access your voicemail from your phone	3555
To access your voicemail from another extension	3555*#
To access voicemail from off campus	636-481-3555

Forwarding Calls to an Extension

Forward <u>All Calls</u>	*60 + extension
Forward calls when <u>Busy</u>	*61 + extension
Forward calls when <u>No Answer</u>	*62 + extension
Forward calls when <u>Busy/No Answer</u>	*63 + extension
<u>Cancel</u> Call Forwarding	*64

Transferring Calls (For Analog Phone Sets)

Transfer call	Flash + extension
Transfer call directly to an extensions' voicemail	Flash + extension + 8

Conference Calling (For Analog Phone Sets)

3 party conference	1 st call + flash
	Dial 2 nd call + flash
	Dial 3 to bridge calls