ANOKA TECHNICAL COLLEGE | **ANOKA-RAMSEY** COMMUNITY COLLEGE

To Make a Long Distance Call
1. Select your line on your phone.
2. Dial **9** then **1** and the 10 digit phone number.
3. You should hear a double beep.
4. Enter your long distance code.
5. Press the # key.

Notes: Access must be approved by your Dean or Supervisor. Your long distance code is often the same as your printing code. Please call Central Services 763-433-1520 to verify your code. Long distance call may not be placed from extensions that end in zero.

Checking your Voicemail (On Campus)
1. Verify your extension shows on phone.
2. Press the **Message** (Envelope Icon) Button.
3. Enter your password followed by the # key.

Checking your Voicemail (Off Campus)
This feature can be accessed from any touch-tone phone.
1. Dial **763-433-1555**
2. Press * and then enter your 4 digit extension.
3. Enter your password followed by the # key.

Configure Voicemail Password (New Users)
1. Select your line on your phone.
2. Push the **Messages** (Envelope Icon) Button.
3. Enter the temporary password (223398).
4. Follow the directions to record a personal message or a name to use with a standard greeting.
5. Save settings when prompted.
6. Enter password - must be at least 4 digits. It **cannot** be a familiar combination such as 1234, 0000, or your line extension.

Transferring a Call
1. During a call, press the **Transfer** soft key. This places the call on hold.
2. Dial the number to which you want to transfer the call.
3. When you hear ringing, press **Transfer** again, or when the party answers, announce the call and press **Transfer**. If the party refuses the call, press the Resume soft key to return to the original call.
4. Hang up.

Placing a Conference Call
1. During a call, press the **More** soft key and then the **Confrn** soft key. This will automatically select a new line and place the other party on hold.
2. Place a call to another person.
3. When the call connects, press **Confrn** again to add this person to the conference call.
4. Repeat the first three steps to add people to the conference call.
5. Up to 4 people can be added to a conference call.

Extension Mobility
Extension Mobility allows users to configure any Cisco IP phone as their own, on a temporary basis, by logging in to that phone. Once a user logs in, the phone adopts the user individual user default device profile information.

Extension Mobility (Login)
1. Press **Services** (Globe Icon) button.
2. Select **Extension Mobility**.
3. Enter your user ID (StarID in most cases).
4. Enter Extension Mobility PIN (12345).
5. The phone will now reset with your information.

Extension Mobility (Logout)
1. On the configured phone, press **Services**.
2. Select **Extension Mobility**.
3. When prompted to log out, select **Yes**.
4. The phone will now return to the default user configurations.

Accessing the College Phone Directory
1. Press the **Directory** (Open Book Icon) button.
2. Select **College Directory** or press **4** on the key pad.
3. Using the key pad to enter the Name of the department or person, or press **Search** and use the scroll keys to scroll thru the directory manually.
4. Scroll till your search subject is highlighted.
5. Press **Select**.

Tip1: Try using first and last initial for a quick search of the directory.
Tip2: Enter **Main** into the **First Name** field to display all college main numbers.

For more information and updates on configuring your phone please visit
www.anokaramsey.edu/employeehome/ITServices/Phone.aspx