On-Campus Phones

Main Campus Phone System

- Speed Dial Settings
- Voicemail Greeting Settings
- Checking Campus Voicemail
- Set Voicemail password
- Forwarding Calls
- Creating a Conference Call
- Making a Call

- Converting to New Voicemail

Columbus Center Phone System

- Answering a Call
- Ending a Call
- Placing a Call on Hold
- Making a Call
- Redial a Number
- Setting up Voicemail
- Checking Voicemail
- Changing Voicemail Passcode/PIN
- Changing Voicemail Greetings
- Creating a Conference Call
- Transfer a Call
- Using Speed Dial
- Creating Speed Dials
- Call History
- Changing VOIP Self Care Portal password
- Creating a PIN for Your Personal Directory
- Setting Up a Personal Directory
- Using a Personal Address Book / Personal Directory
- Pairing a Bluetooth Headset with a Cisco 8851 VOIP phone
- Supported VOIP Self Care Portal Features