Forwarding Calls to Your Cell Phone

1. Press the Fwd All button located under your phone screen.
2. Type in your number exactly the way you normally dial out For example 9XXX-XXXX for local calls and 91(210)XXX-XXXX for long distance calls. If you cannot physically access your phone, please send an email to the IT Department at helpdesk@swtjc.edu with your name, extension and the number you wish to forward your calls to and we will apply the forwarding to your phone.
3. When you return to your office, turn this feature off by pressing the Fwd All button again.

Checking your Voicemail from Off Campus

1. Call your office phone number.
2. Press * as soon as your greeting begins.
3. Enter your ID (your four-digit extension) followed by the # button.
4. Enter your PIN followed by the # button. This is the same PIN you use to check voicemail from your office.

Changing Your Voicemail Greeting

If you are needing to temporarily change your Voicemail Greetings, we recommend activating the Alternate Greeting. By doing so, you can switch back to your Standard Greeting when you no longer need the Alternate Greeting.

1. Access voicemail. If you are off-campus, follow steps 1-4 of Check Your Voicemail.
2. Press 4 for Setup Options
3. Press 1 to Change Your Greeting
4. Press 3 to Edit Other Greetings
5. Press 3 to Edit Your Alternate Greeting
6. Press 1 to Re-record This Greeting
7. Press 3 to Turn On or Off
8. Press # to Leave On Indefinitely