

East Central Community College Telephone Usage Information While Working from Home

Instructions for forwarding calls received by the ECCC extension to another number (outside caller to ECCC then forwarded to recipient):

- To forward: At the ECCC main campus handset, enter *71 then 89 then the number for forwarding, including '1' if not a local call
 - For example, to forward calls from ECCC extension 323 to cell 601-555-2727:
 - At the handset associated with extension 323, enter *71
 - Enter 89
 - Enter 1-601-555-2727
 - Hang up
 - The Caller-ID that should be displayed on your telephone from a forwarded call from your office is 601-635-2111
 - If you do not have voice mail set up for your cell phone, many phones will state the phone number and ask the caller to leave a message. To avoid identifying your cell phone number, please record a voice mail message on your cell phone before forwarding your office phone
 - To remove the forwarding, simply enter *71 at the handset & hang up
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Instructions for calling an outbound number through the ECCC PBX to mask the number you are calling from (ECCC call to outside recipient):

- Call **601-635-6494** (The system will answer with a dial-tone)
- Enter **3968** (security code, and the system will respond with a 2nd dial tone)
- Enter phone number like you dial it from a main campus handset:
 - Long-distance: 9, 1-(Area Code)-NNN-NNNN, PIN, and call will process
 - Local (Decatur area): 9, 601-635-NNNN
- The outbound Caller-ID that should be displayed on the recipient's phone will be 601-635-2111