Tip of the Week #1 – The Voice Message Router

Are you aware of the Voice Message Router? The Voice Message Router can be reached by dialing extension 7200. Its purpose is to allow callers to access a mailbox quickly in order to leave a message. I often use it to “leave a note to self” when it might not be convenient to write down my thought or idea. I just dial 7200 (or 565-7200), enter the mailbox (or extension) number, then #, then 1, and I can leave myself, or anyone else, a quick voice message.

The Voice Message Router is also helpful when you want to transfer a caller to someone’s mailbox, rather than ring their extension. Simply press the Transfer button on your phone, dial 7200, enter the desired extension and hang up. The caller will hear the greeting and be able to leave a message.

We have also recreated a Broadcast Message mailbox, as well as All Faculty and All Staff distribution lists. If you have a need to send a voice message to either, or both, of these groups, please email Chris at catkinso@westmont.edu to ask for the instructions and password.