

# Office Phones

## To determine your office phone number

- Each phone displays its extension on its screen

## Outbound Calls

- Dial “8” for an outside line
- Access limited to local calls only (however you can receive calls from a long distance number)

## Internal Calls (ICERM and Brown University)

- Dial the last 5 digits of any ICERM phone number (as in: “3-1234”)

## Transfer a Call

- Press “Transfer” button on left of display, listen for dial tone
- Dial 5-digit extension
- Announce call
- Press “Xfr” button at bottom of display
- Hang up

## Messages

- If no one answers your office phone, the call will bounce to ICERM’s front desk where a message will be taken and placed in the appropriate mailbox.

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