MOBILE PHONE HINTS & TIPS FOR STAFF

Edinburgh Napier University holds a contract with Vodafone for the supply and line rental of mobile phones. These hints & tips are aimed at Edinburgh Napier University staff using a mobile phone for work purposes.

How can I conduct a conference call using my Mobile Phone?

- Make your first telephone call.
- Press 2 to put the original call on hold.
- Make or receive the second call.
- Press 3 to join the 2 calls together.

Please note: iPhone and Blackberry handsets come with this facility. Other devices may need to be registered with Vodafone in which case contact the IT Support Desk:

Email: itsupport@napier.ac.uk
Telephone: ext 3000 or (0131) 455 3000 from an external line.

How do I access my Voicemail messages?

- Dial 121.
- Key 9 when you hear your greeting start.

How can I record a personal greeting for my Voicemail?

- Dial 21212.
- Press 1.
- Follow the instructions.

How do I divert my unanswered calls to Voicemail?

- Dial 1211.

To cancel the unanswered calls divert:

- Dial 1210.
How do I divert all calls to Voicemail?

- Dial 1212.

To cancel the all call divert:

- Dial 1213

How do I set the 4 digit security code on my Voicemail?

- Dial 121.
- Key 1 to access the main menu.
- Key 42 to access the security settings.
- Key 2 to set the security code.

How can I access my Voicemail from another phone?

- Dial your Mobile Phone number.
- Key 9 as soon as you hear the Voicemail greeting.
- Enter your 4 digit Voicemail security code.

How can I access my Voicemail abroad?

- Before you go ensure your Voicemail 4 digit security code has been set.
- Dial 121 and follow the instructions.

Where can I find further information?

- Refer to the Mobile Devices section of the Information Services intranet pages