

### **TO HOOK UP TO CALL FORWARDING**

- Call 924-5769
- After the greeting says you have reached the Society of Saint Vincent de Paul, press the (star) \* key, then follow the prompts:

<b>PROMPT:</b>	<b>YOUR RESPONSE:</b>
Please enter your ACCOUNT NUMBER followed by the pound sign	enter 310#
Please enter your password followed by the pound sign	enter 310310#
You have no messages. Main menu	enter 4
Forwarding menu	enter 4 (the number four option is for forwarding the Help Line to the number you are <u>calling from</u> . No 2 if you are forwarding to another number <u>other than yours</u> . If you choose 2 to forward to another number, you will need to enter it now - don't forget to enter the area code.
Enter 1 to confirm	enter 1
Forward always	

- After the prompt says forward always then says your area code and phone number, you are connected to the Help Line... Hang Up. The prompt will loop back to the menu it will not end the call - you have to end the call by hanging up.
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### **TO END YOUR SHIFT**

- Call 924-5769
- After the greeting says you have reached the Society of Saint Vincent de Paul, press the (star) \* key, then follow the prompts.

<b>PROMPT:</b>	<b>YOUR RESPONSE:</b>
Please enter your ACCOUNT NUMBER	enter 310#
Please enter your password followed by the pound sign	enter 310310#
You have no messages. Main menu	enter 4
Forwarding menu	enter 2 then, enter 317-318-8338
Forward always 317-318-8338	

- You are disconnected from the Help Line... Hang Up.

## RUN DOWN

### TO START SHIFT

call 924-5769

enter \* (star key)

account number 310#

password 310310#

enter 4

enter 4 (or 2 for a number different than the one you are calling from.)

enter 1

prompt will say forward always then your area code and phone number

hang up

### TO END SHIFT

call 924-5769

enter \* (star key)

enter account number 310#

enter password 310310#

enter 4

enter 2 then enter 317-318-8338

prompt will say forward always 317-318-8338

hang up

If you make a mistake you will be able to catch it and correct it when it happens because the prompt loops back to the menu, The prompt will not end your call, you need to hang up to end the call.

If you have any problems or questions please call Barbara Dumlao 883-3768.