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## Sending All Calls to Voicemail or Forwarding All Calls

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There are two options that will allow you to deal with incoming calls in case you are in a meeting in your office, need to focus or if you have an extended leave of absence.

### Send all calls Sends all incoming calls to voicemail

#### Option 1: Programming a button on your console

- ¾ Most phone consoles on campus have the ability to have a Send All Calls button programmed.
- ¾ To Utilize this feature, simply touch the button to send all of your calls directly to voicemail without the phone ringing.
- ¾ To turn it off, simply touch the button again and it will allow calls to ring through to your desk phone again.

#### Option 2: Manually set the feature

## Manually set the feature

- ¾ Pick up the handset and dial "2", then the 4 digit extension, to activate the feature.
- ¾ Pick up the handset and dial "42" to turn off the feature.

There is another feature that allows your desk phone to be programmed, submit a service request at [www.wichita.edu/services/telecom](http://www.wichita.edu/services/telecom)

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