



Enabling and Disabling EC500 Remotely

Enabling EC500 Remotely

1. From any touch-tone telephone, dial the EC500 access number
 - Foggy Bottom Campus users: dial 202-994-5500
 - Virginia Campus users: dial 703-726-3581

You will hear a dial tone.

2. Enter the EC500 “**enable**” feature access code - **198**

You will hear a dial tone.

3. Enter your office phone’s extension number
4. Press # on your telephone keypad
5. Enter the station security code
6. Press # on your telephone keypad

You will hear a confirmation tone indicating EC500 is enabled.

7. Hang up to end the call.

Note: If you do not receive a confirmation tone, hang up, verify the codes entered and repeat this procedure beginning with Step 1. If you still do not receive a confirmation tone, contact your system administrator for assistance.

Disabling EC500 Remotely

When and how often to disable EC500 depends upon each individual user, although you should disable EC500 under the following circumstances:

- Before you turn your cell phone off
- When entering an area where there is no cellular coverage
- When roaming

Doing so allows your corporate voice mail system, rather than cellular voice mail, to pick up missed or unanswered business calls.

1. From any touch-tone telephone, dial the EC500 access number
 - Foggy Bottom Campus users: dial 202-994-5500
 - Virginia Campus users: dial 703-726-3581

You will hear a dial tone.

2. Enter the EC500 “**disable**” feature access code – **199**

You will hear a dial tone.

3. Enter your office phone’s extension number
4. Press # on your telephone keypad
5. Enter your station security code
6. Press # on your telephone keypad

You hear a confirmation tone indicating EC500 is disabled.

7. Hang up to end the call.

Note: If you do not receive a confirmation tone, hang up, verify the codes entered and repeat this procedure beginning with Step 1. If you still do not receive a confirmation tone, contact your system administrator for assistance.

Switching your office phone while your cell phone is on an EC500 call

1. Pick up your handset or turn on your speakerphone
2. Press the lighted call appearance on your phone that shows the line currently in use
You are now conferenced onto an existing call.
3. Disconnect your cell phone by pressing the “end call” button
4. Continue speaking on your office station