

PHONE MAP & FEATURES

When red, this light indicates a waiting message

Soft key buttons change to correspond with current available options

Programmable buttons can be set to speed dials or shared lines (7965 Models have 6 buttons)

Footstool adjusts the angle of phone

Awakens phone from sleep mode

Call Forward

Calls can be forwarded to another extension or to voicemail. To start, press the soft key button that says CFwdALL. You will hear two beeps: enter the extension you wish to forward your calls. To forward calls to your mail box, press the CFwdALL soft key and then press the Messages (envelope) button. Once the phone has the forwarding extension linked you will hear one beep. In the right corner of your screen will be an icon of the phone with a moving arrow. The bottom of the screen will say where calls are being forwarded. To cancel call forwarding, press the CFwdALL soft key.

Directories

The Directories Button will show logs for missed calls, received calls, and placed calls. This button also allows access for the personal or corporate directory. Use the navigation pad to scroll up or down or press the number associated with the desired directory or log. The logs will show the name, number, and time of call. The directories can search by name (you do not need to type in the entire name) or by extension.

Settings

The settings button will allow you to change the display and ring on your phone. Press the Settings button (box with a check) and then select User Preferences. This screen will lead you into different options of rings, background images, audio preferences, and brightness.

Enables help screen

Volume



Navigation pad and select button

Messages Button dials directly to voice messaging system

Services Button

Headset

Mute

Speakerphone

Abbreviated Dialing

Commonly used numbers are given a number(1-100); when that number is dialed, an AbbrDial soft key will appear. After pushing AbbrDial, the phone will dial directly the desired number. To set up please contact Telephone Systems, 7785.

Quick Tips

- 9 must be dialed in order to call off campus
- * + extension will send you directly to the extension's voicemail
- It is possible to have missed calls and no voicemail (the caller decided not to leave a

Transferring Calls

Calls can be transferred to any on-campus extension. While you are on the call, the soft keys will change and the third soft key will say Transfer. Press the Transfer soft key. You will now hear a dial tone; enter the new extension that you will be transferring your caller to. If you wish to talk to the new party before transferring, stay on the line and wait for the other party to answer. After speaking to the other party, or when directly transferring the caller, press the Transfer soft key to connect the two lines and remove yourself from the call.