



1 - Digital Display:

Will show Extension Number and Caller ID.

2 - Soft Keys:

Will change based on the current phone function
VMsg = Voicemail

3 - One Touch Keys:

A - Emergency Key
Pressing will automatically call Campus Police
Emergency Number (246-8011)

B - Line 1, Line 2, & Internal
Phone uses for Incoming and Outgoing calls.
Phone will auto select for you.

C - Additional Function Keys/Lines

4 - Mic:

If light is on = internal mic is on, button will be red.

5 - Hold:

Press to place call on hold.
To pickup, press flashing One Touch Key.

6 - Transfer:

To Transfer: press button then extension to transfer to.
Stay on line to announce transfer. Hang up to complete transfer.

7 - Speaker:

Use phone in speaker mode.

8 - Arrow Keys:

Up and Down control ring volume when not in a call, or caller volume when in a call.

9 - Indicator Light:

Will blink for incoming calls or when you have voicemails.

Voicemail

Access Voicemail by using Soft Key: VMsg
Diagram #9 will illuminate when you have new messages.

Setting Up Your Mailbox - 1st Time:

ALL Users have a voicemail box. Please set it up by recording your name and welcome message.

1. Press VMsg Soft Key
2. When asked for Access Code, enter "1234"
3. Follow steps to change code and set up your mailbox

Listening to Messages:

1. Press VMsg Soft Key and enter access code
2. Press soft key for "New" or "Old" to listen to messages.

Transfer an active call directly to a voicemail box:

1. With call on line, press Transfer
2. Press Soft Key "VMsg"
3. Key in User Extension
4. Hang up to complete transfer to Voicemail Box.

Call Forwarding

To temporarily redirect your calls to another extension or voicemail, set this feature. NOTE: if forwarded to another extension - they will not go to your voicemail.

Set Call Forwarding: (Using Soft Keys)

1. Down Arrow - Prog - C fwd - All - Set
2. Enter extension (or number) to forward calls to
 - For Voicemail, enter 3000
3. Press Speaker button

Cancel Call Forwarding:

1. Down Arrow - Prog - C fwd - All - CNCL
2. Press Speaker button 2 times

Park / Un-Park Calls

When putting a call on hold, that call is only available on that phone. To pickup that call on a different phone without transferring, use the Park feature:

To Park an Active Call:

With the call active:

- Press: **Transfer # 6 ***
 - Display will show "PARK xx"
 - NOTE what number appears after PARK

To Pickup a Parked Call:

On any phone set, Press * 6 'xx'

- 'xx' being the numbers shown on the step above