
Call Park

To park a call at your extension (for retrieval at any extension)

1. Press the *Menu* button on a digital model
2. Press *CPark* button (Remember that the caller can still hear you until the handset is returned to the normal position) or Dial *6

To retrieve the call at another location

1. Dial #6 then the extension number where the call was originally parked.

Speaker Phone

To place/answer a call without lifting the handset, or to use speakerphone with any feature

1. Press *Speaker*
2. Place or answer call, or access selected feature
3. Adjust speakerphone volume if necessary

To raise the volume, press the right half of the Volume control button labeled \wedge ; to lower the volume, press the left half of the Volume control button labeled \vee

To prevent the other party from hearing you

1. Press Mute — red mute light goes on
2. Press Mute again to resume talking to party — red mute light goes off

To change from speakerphone to handset

1. Pick up handset and talk

To change from handset to speakerphone

1. Press speaker
2. Hang up handset

To end a speakerphone call

1. Press speaker again to hang up

Conference Call

The Conference feature allows you to conference up to six parties (including yourself) on a call

To add another party to a conference call

1. Press the *Conf* button
2. Dial the number of the new party and wait for the answer
3. When you want to add the new person, press the *Conf* button again
4. Repeat steps 1 through 3 for additional conference connections

To add a call you have put on hold to another call you are connected to

1. Press the *Conf* button
2. Press the call appearance button of the call on hold
3. Press the *Conf* button again

To drop the last person added to the conference call

1. Press the Drop button

Directory

To search directory for a name

1. Press the *Menu* button
2. Press the soft key under *Dir*
3. Key in the last name with dial pad
4. Press *Next* button for next directory name you wish to see
5. Press *Exit* to close Directory

Hold

To put a call on hold

1. Press the *Hold* button

To answer a new call while active on another

1. Press *Hold* button
2. Press call appearance button of incoming call

To return to held call

Press call appearance button of held call

Re-Record your name

1. Press Voice Mail Button
2. Press # key
3. Input Password
4. Press 5
5. Press 5
6. Record your name

Change your Password

1. Press Voice Mail Button
2. Press # key
3. Input Password
4. Press 5
5. Press 4
6. Enter a new password (password must be 7 digits in length)

Tips

Press 1 - Bypass greetings and record immediately when calling an extension

Press 5 - Skips backwards 4 seconds each time you press 5

Press *R - Returns to Main Menu options

Press *H - Help.....anytime.

It is not necessary to wait until Audix finishes its message to input the next code number.



Telephone Instructions



Computer Services Department

Help Desk: 647-6246

Abbreviated Dialing (AD)

To program a “*hard*” button

1. Pick up the receiver and dial *0
2. Press the abbreviated dialing button you wish to program
3. Enter the number (including the beginning 9 value for off-campus calls) followed by the # key. Three short beeps should be heard

Additional abbreviated dialing buttons are available as “*soft*” keys. To program a “*soft*” key

1. Leave the receiver down
2. Press the *Menu* button
3. Press the *Next* button until the *Prog* key appears on the screen
4. Press the *Prog* button. The screen should display “Press button to program”
5. Press the *Menu* button again
6. Select the button to program, such as “AD3”. The screen should display “Change Number? Yes=1 No=2” Press the 1 key
7. The display should read “Enter number”. Enter the number (including the beginning 9 value for off-campus calls) and then press the # key. The display should then flash “Number saved” and you should hear some beeps
8. The screen should then display “Enter label, Press * to advance, # to save”. After entering in a description for the button and hitting the # key to save, the screen should flash “Label saved”

Display Value of AD button

1. Press the *Menu* button
2. Press the *Next* button until the *BtnVu* is displayed
3. Select the *BtnVu* button

4. Press the abbreviated dialing button
5. The programmed number should display

Create a Personal Greeting

1. Press 3 to record your personal greeting
2. Press 1, listen to voice prompts
3. Press 1 for greeting number
4. Wait for tone, record your personal greeting, press 1 to end recording
5. Press 23 to playback or, Press *D to delete and re-record or Press # to approve
6. Remain on line. Press 1 to select same greeting for all calls

To access Voice Mail

Use the *Voice Mail* button on a digital model or dial extension 320

The phone number of 647-6320 can be used to access the school’s voice mail system from off-campus in the local area. To access voice mail from an off-campus non-local location after normal business hours, call the 800 number of 1-800-35OSTEO and hit the 8 key once when the auto-attendant starts to speak. Follow voice prompts.

Send all Calls to Voice Mail

Activate

1. Press the *Send All Calls* button on a digital model (button displays green lamplight) or Dial *3

Deactivate

1. Press the *Send All Calls* button on a digital model (green lamplight disappears) or Dial #3

Go Directly to Someone’s Voice Mail

(Example: You know the individual is out of the

office, but you want to leave them a voice mail without listening to their message)

1. Press Transfer to Voice Mail Button
2. Wait for instructions
3. Dial extension number
4. Leave message

Call Transfer

To send present call to another extension

1. Press *Transfer* (Caller cannot hear you)
2. Dial extension to which you want to transfer the call
3. Announce call
4. Press *Transfer*
5. Hang up

To transfer a call to an individual’s voice mailbox which was received via a coverage path or pick-up group

1. Press the *Transfer* button
2. Dial #0
3. Press the *Transfer* button again

Transfer any call to anyone’s voice mailbox. To transfer a call that did not arrive via a coverage path or pickup group

1. Press the *Transfer* button
2. Press the *Transfer to VMail* button
3. Wait for the announcement message. Enter the extension number of the individual
4. Press the *Transfer* button again

Call Forwarding all Calls

To “*temporarily*” redirect all calls to an extension

Activate

1. Dial *2

2. Enter extension number you want to forward your calls

Deactivate

1. Dial #2

Redial last number dialed

1. Use the Redial button on a digital model, or
2. Dial *9

Call Pickup

To answer a call placed to a member of your pickup group

1. Press the Call Pickup button on a digital model or
2. Dial *7

To change the ringing pattern on your phone

1. While the receiver is down, press the *Conf* button. The current ringing pattern plays and repeats every three seconds
2. Continue to press (and then release) the *Conf* button to cycle through all eight (8) ringing patterns
3. If you want to save the ringing pattern currently being played, do not press the *Conf* button anymore. You will hear the selected ringing pattern two more times, and then it will be automatically saved