

# University of Findlay Telephone - QUICK START GUIDE

## Making a call

- Enter the internal extension or full external telephone number and then pick up the receiver to send the call.
- Alternatively, pick up the handset and then enter the internal extension or full external telephone number. Press the **Send** soft key or **OK** button to dial out.
- To end the call, hang up the handset or press the **Cancel** soft key.
- To redial a number press (RD) to enter the Placed calls list. Press (A) or (V) to find the desired entry, and then press (RD) or the Send soft key. Press (RD) twice when phone is idle to call the last dialled number.

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#### **Supervised Transfer**

- Place the caller on hold by pressing or the Tran soft key.
   Dial the extension or the telephone number that you wish to transfer the call to, then press Send or ok
- When the person picks up the phone, announce the caller then press to connect the call.
- If you wish to come back to your caller on hold without transferring them, press **Resume** soft key.

#### **Unsupervised Transfer**

- Place the caller on hold by pressing or the Tran soft key.
   Dial the extension or the telephone number that you wish to transfer the call to, then press Send or ok
- Press or Tran soft key to complete transfer.

### **Setting up personal Voicemail**

- Press or dial 4888 then press **Send** or ok. Your temporary PIN# is your extension # plus 0 (e.g., 43570).
- To set your outgoing message, press 9 for voicemail options menu, then choose option 8 and follow the prompts.
- To set your personal identification message (name), press 9 for voicemail options menu, then choose option 5 and record your first and last name when prompted.
- The first time you call your mailbox you might be played a tutorial. To cancel this press 2 during playback.

### Listening to Voicemail messages

- Press or dial 4888 then press **Send** or ok.

  New messages will automatically be played, and the key LED will be lit.
- To listen to messages, press \*.
- During playback you can press 3 to delete the message, then \* to confirm deletion.

#### **Phone Indicator Lights**

- The Message button will illuminate green when you have voicemail.
- The indicator light in the top right of the phone will blink red to indicate missed calls. To view call history, press the History softkey.

### **Call Forwarding** (All calls)

- Press the Menu soft key when phone is idle and select Features then Call Forward.
- Change **Always Forward** to **Enabled** using ( ) then press ( ) and enter the number you want to forward to. Press Save soft key to confirm.
- To cancel, press the button or go to Menu then Features and Call Forward. Use or to select the forwarding type and then use or to select **Disabled**.