










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  button to dial out.
- To end the call, hang up the handset or press the **Cancel** soft key.
- To redial a number press  to enter the Placed calls list. Press  or  to find the desired entry, and then press  or the **Send** soft key. Press  twice when phone is idle to call the last dialed number.

Transferring calls



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 .
- 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 .
- Press  or **Tran** soft key to complete transfer.


Setting up personal Voicemail

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