

STANDARD KEYS: (6400 Series Digital Phones)

Speaker Allows for hands free listening, dialing and speaking. Press.

this key to activate; press again to deactivate.

Mute Turns off the microphone in your handset. You are able

to hear your party, but they cannot hear you. Press this key

once to activate; press again to deactivate.

Hold Press the Red Hold Button to place a call on hold. This

> allows you to answer a new call, while active on another call. To pick the other call back up, press the line that is flashing.

Redial Redials the last telephone number dialed from your

telephone. Press REDIAL.

Transfer a party from your extension to another extension. Transfer

Press TRANSFER

NUMBER

TRANSFER

Conference Will connect you with up to 5 additional people. (6 total)

Press CONFERENCE + NUMBER + CONFERENCE

Test Illuminates lamps on display to verify that each lamp is

functioning properly - Press and hold the test button.

Allows you access up to 8 different ring patterns. Press Ring

> ring each time you want to hear a different ring pattern. Refrain from pressing RING when you hear the pattern that you would like to select. The system will save that ring

pattern after a few seconds.

Adjusts the ringing, speaking and hearing tone. Volume

(Each function operates independently)

Message Light A red message light will come on when a new message

is received in your voicemail box.

Direct Transfer to To transfer a message directly into someone's voice mail Voice Mail

Press TRANSFER 1065 Extension # TRANSFER

PROGRAMMED KEYS/Access Codes:

Call Forward

Allows you to temporarily forward your calls to another extension.

TO CALL FORWARD:

With CALL FWD button

Press CALL FWD + the extension number you are forwarding to

Without Call FWD button

Press *99

TO CANCEL CALL FORWARD:

With CALL FWD Button

Press Call Fwd

Without CALL FWD button

Press #99

Call Display

Dials the number found in the on screen directory.

TO ACTIVATE:

Press the Call Display button

Call Pick-Up

Draws a call from a colleague's extension in your pickup group

to your extension.

TO Pick UP A CALL:

With a CALL PICKUP button

Press Call PickUp

Without a CALL PICKUP button

Press #44

PROGRAMMED KEYS/Access Codes: (cont.)

Redial

Without a redial button press #50.

Send All Calls

Redirects call to the next point of coverage at one ring (Ex: Goes to Voicemail at one ring)

TO SEND:

With SEND CALLS Button Press SEND CALLS

Without SEND CALLS Button Press *11

TO CANCEL:
With SEND ALL CALLS Button

Press SEND ALL CALLS

Without SEND CALLS Button Press #11

Voice Mail

Speed dial to general voice mail system.

With VOICEMAIL Button Press VOICEMAIL

Without VOICEMAIL Button
Dial Extension 1410 In Dowagiac
4890 In Niles

SOFT KEYS:

Menu Use to display the features in the display area.

Prev/Next Use to cycle through all 12 choices in the display area.

Exit Clears the display screen.

SOFT KEY FEATURES:

Directory Allows you to search for the extension of another user in

your location by keying in the user's name on the dial pad.

Button-view Displays the programming of a button by pressing it.

Drop Allows you to drop the last person added to a conference

call.

Timer Allows you to measure elapsed time of a call or task by

pressing the Timer key.



SOFT KEY FEATURES: (cont.)

Abbreviated Dial (Speed Dial)

Allows you to enter telephone numbers of your choice to be used as a speed dial.

TO STORE:

With Abry-Dial Button

PRESS **PROGRAM**

the AD button that you want the telephone number to be stored on

the actual telephone number, 9 +outside number. Press "#" (to save)

TO RETRIEVE:

With AD Button:

Press Menu ❖ Next ❖ the Abrv-dial button that the desired telephone number is stored on.

PERSONAL LIST:

Allows you to program and access additional speed dial numbers.

TO PROGRAM THE PERSONAL LIST

With dial tone, dial access code #04
Enter 1 for personal list
Enter position code (1-10)
Enter phone number (I.e., 4 digit extension, 9 +outside number), Press # to save

TO ACCESS STORED NUMBERS

With dial tone press #01 then the position code for stored number.

SW Michigan College: WELCOME TO YOUR VOICE MESSAGING SYSTEM More Extensions or Names + Dial voice messaging system number-Extension or Name # Dowagiac = 1410 / Niles = 4890 (Press *A or *2 to alternate Finish. Send Stop Recording/ between Ext. and Name) Addressing # List Options Restart . Enter #. (If you're not calling from your phone, Record and/or Make Private Message Playback. 23 enter your extension and #). Group List *Lor *5 Make Priority *D or *3 Delete Enter your password and #. Schedule Delivery Approve (NOTE: Your temporary password is #) File a Copy Reply by Voice Mail: -without copy -with copy 19 Record and Send Messages Forward w/comment Hear *D or New Message Delete Replay Header 23 Respond/ Mossage Get and Respond to Messages Call Sender Undelete **U or **8 Summary 0 Return to prev. menu Skip Hear Create Personal Greetings Next Category Greeting Listen Number(s) Change/Create/ in Use Enter GHI Stop Recording/ Greeting Check Outgoing Messages Delete Number Use while listening to Restart 2 Scan or recording messages. Playback 23 Change Password/Create Lists/ Activate Delete *D or *3 Rewind Play/Pause Call Type CONTROLS Personal Directories Approve Finished? Scan Messages Quickly Back Up Advance GHI 4 Listen Change/Resend Message HELP *H or *4 Replay Header Summary Delete Return to Activity Menu *R or Skip/Save Delete *D or Next Category no U** Undelete Wait *W or Transfer Out of System *T or Create List Mailing List For addressing by name: Look up name/extension **N or Scan Personal Directory Q=7 and Z=9 in Directory Review / Modify 3 Password Exit System **X or **9 Re-record Name Hold Message in Category **H or **4 New Password New Password Re-enter USE WHILE ADDRESSING: Scan Headers and FOR MORE INFORMATION: Alternate addressing Messages (switch between name/ex; 2 *A or +2 Scan Headers Press *H for Holp at any time. Scan Messages Use Mailing List *L or *5

Logging In: For the first time

- When inside the office, PRESS your "voicemail" key or dial 4890 for the Niles campus or 1410 for the Dowagiac campus. When outside, dial 687,4890 for the Niles campus or 782,1410 for the Dowagiac campus.
- 2. When sitting at your own telephone press #. If you are at another telephone, enter your extension and press #.
- Enter your temporary password of #.
- 4. Follow the voice prompts to create a personal password (minimum 5 digits).
- 5. Follow the voice prompts to record your name.

Logging In: In the future

Follow steps 1-3

Once you have logged in, the system will announce how many NEW messages you have, then give you options for your main menu. These options include:

Record and send messages 1
Get and respond to messages 2
Create personal greetings 3

Create a personal greeting

- 1. Press 3 when listening to the main menu.
- 2. You will be prompted to record a greeting.
- 3. Once finished, you can listen to, re-record or approve.