



SW MI College

Your Telephone Features



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	Transfer a party from your extension to another extension. 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.
Ring	Allows you access up to 8 different ring patterns. Press 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.
Volume	Adjusts the ringing, speaking and hearing tone. (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 Voice Mail	To transfer a message directly into someone's voice mail Press TRANSFER 1065 Extension # TRANSFER



SW MI College



Your Telephone Features

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



SW MI College

Your Telephone Features



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



SW MI College



Your Telephone Features

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.



SW MI College



Your Telephone Features

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 Abrv-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

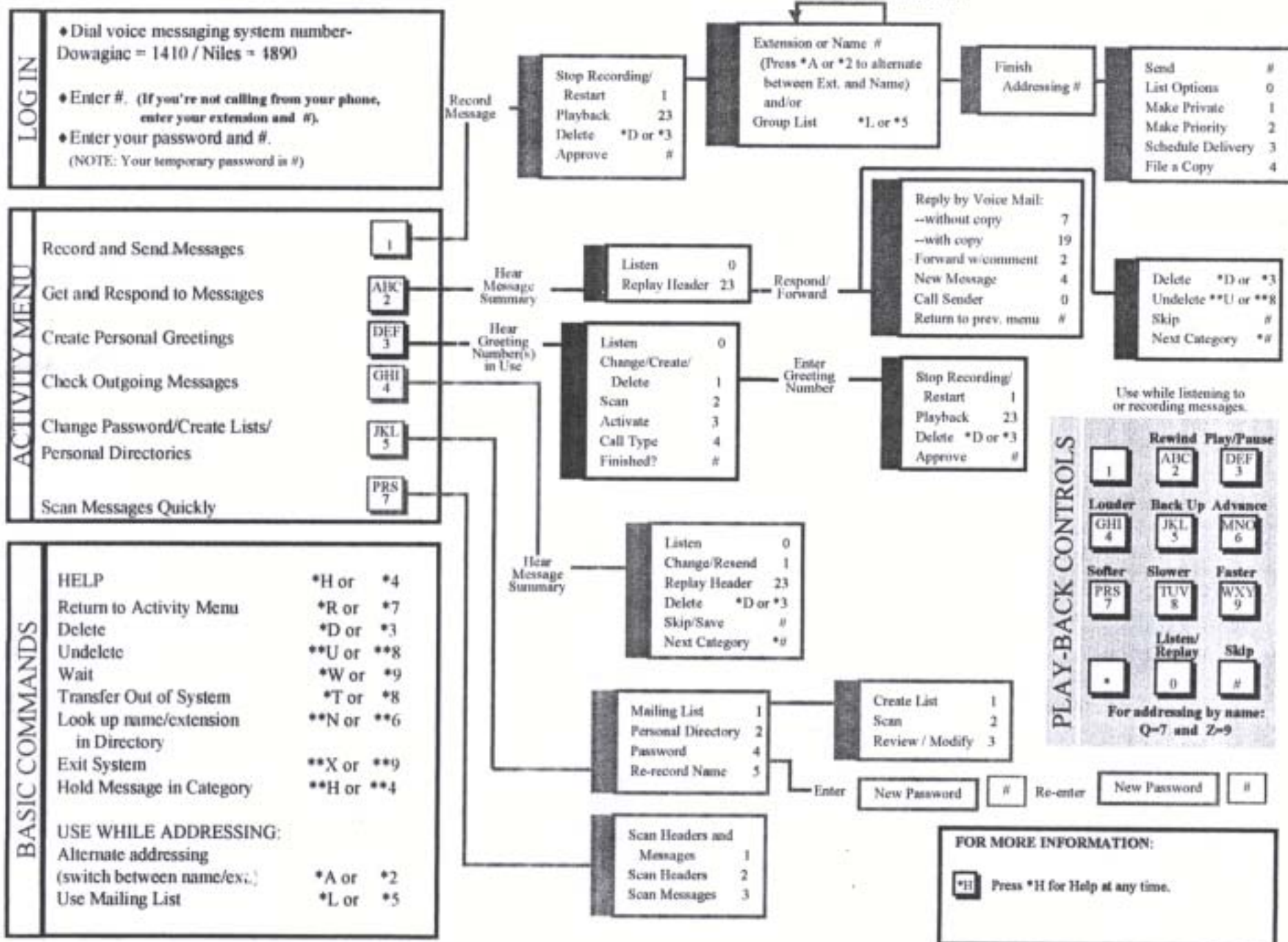
Enter position code (1-10)

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 MESSAGE SYSTEM





SW MI College



Welcome to your Voice Messaging

Logging In: For the first time

1. 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 #.
3. 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.