

Goucher College Digital Telephone User Guide

CALL HOLD	TO ACTIVATE	<ul style="list-style-type: none"> • Press the Hold key and the LCD indicator flashes beside the line on hold
	TO RETRIEVE	<ul style="list-style-type: none"> • Press the extension key where call is held
CALL FORWARD	TO ACTIVATE	<ul style="list-style-type: none"> • Without lifting handset, press the Forward key and the LCD indicator flashes • Dial the number (NOTE: Enter 6099 to forward all calls to voice mail) • Press the Forward key again and the LCD indicator remains on
	TO CANCEL	<ul style="list-style-type: none"> • Press the Forward key and the LCD indicator will turn off
	TO REINSTATE	<ul style="list-style-type: none"> • Press the Forward key twice and the LCD indicator will turn on again
CALL TRANSFER	TO ACTIVATE	<ul style="list-style-type: none"> • Press the Transfer key and the first call is placed on consultation hold • Dial the number • Announce the transfer • Press the Transfer key again • Hang up
6-WAY CONFERENCE	TO ACTIVATE	<ul style="list-style-type: none"> • While on a call, press the Conference key • The other party is on hold and you hear dial tone • Dial the next number to add to the conference. • When the call is answered, you may talk privately with the person before they join the conference. • Press the Conference key again to join all callers. • If necessary, repeat the procedure to include up to six people in the conference • NOTE: Only 2 outside parties per conference.
CALL PICKUP	TO RESPOND	<ul style="list-style-type: none"> • Lift handset • Press Call Pickup key or dial *7 to answer the call
DIRECTED CALL PICKUP	TO RESPOND	<ul style="list-style-type: none"> • Lift handset • Press *8 and the extension to answer the call
LAST # REDIAL	TO USE	<ul style="list-style-type: none"> • Lift handset • Press your extension key once and the number will be automatically dialed
	OR	<ul style="list-style-type: none"> • Do not lift handset • Press your extension key twice and the number will be automatically dialed
BUSY LAMP	TO USE	<ul style="list-style-type: none"> • A steady LCD indicator means the feature or line is active. A flashing LCD indicator means the line is on hold or the feature is being programmed.
MESSAGE WAITING LIGHT	TO USE	<ul style="list-style-type: none"> • The Message Waiting light turns on to indicate that a message has been left for you • Lift handset for dial tone • Press Message key or dial the voice mail extension (6099)
RINGING VOLUME	TO ADJUST	<ul style="list-style-type: none"> • While the phone is ringing, press the scroll bar under the dial pad • Press <<< for lower volume or >>> for higher volume
HANDSET VOLUME	TO ADJUST	<ul style="list-style-type: none"> • Lift the handset • Press the scroll bar under the dial pad • Press <<< for lower volume or >>> for higher volume
SPEAKER VOLUME	TO ADJUST	<ul style="list-style-type: none"> • Turn on the speaker by pressing the Handsfree Mute button • Press the scroll bar under the dial pad • Press <<< for lower volume or >>> for higher volume