





Telephone & Voicemail Basics

To Dial Off Campus - Dial 8+number.


To Dial On Campus - Dial the 4-digit extension.


To Dial Sayre - Dial the 4-digit Sayre extension.



To Transfer A Call - Press the  Transfer Button+extension, and press the  Transfer Button again to complete the transfer.

To Conference A Call - Press the  Conference Button and then dial the second number. Once the second call is connected press the  Conference Button again.

To Redial The Last Number - Press the “Redial” softkey (button under “Redial” on the phone display screen).

To Use The Directory - Press the  Directory Button, select 2 for Corporate Directory, then search by name or number.

To Use Speaker - Press the  Speaker Button.


To Mute A Call- Press the  Mute Button. Press the  Mute Button again to unmute.

To Adjust The Ring Volume - Press the  Volume Button while not on a call.

To Adjust The Call Volume - Press the  Volume Button while on a call.

To Forward Your Phone To Another Extension - Press the “Fwd All” softkey (button under “Fwd All” on the phone display screen) and then dial the extension. To turn off forwarding, press the “Fwd OFF” softkey.

To Place a Call on Hold – Press the  Hold Button. Press the “Resume” softkey (button under “Resume” on the phone display screen) to resume the call.

To Access Voice Mail – From your desk phone, press the  Messages Button. From off campus, dial 774-3222 (or dial 774+your extension), press the * key when you hear the voice mail welcome message and follow the prompts.

To Access Call History or Set Preferences (ringtone, etc.) - Press the  Applications Button.