

VOLUME

Allows user to adjust the volume of the ringer, speaker, and handset volume.

- **Ringer** - Press the volume up or down to adjust ringer volume when phone is not in use.
- **Speaker** - Press the volume up or down to adjust speaker volume when the speaker is active.
- **Handset** - Press the volume up or down to adjust the handset volume when the call is active.

Menu Items

The menu button will display additional options.

- **Inspect** - Allows the user to see who the next incoming caller is.
- **Drop** - Disconnects current caller and gives new dial tone. When used during a conference call, it will drop the last party added.
- **Timer** - Measures elapsed time of call.
- **BTN VU** - Stored Number/View - Select this menu item and press the autodial button. It will display the number programmed to that button.
- Press **EXIT** to end

FOLD



Digital Multi Function Telephone

“Quick” Reference Guide

Trouble Reporting
Call 4-3036

IS INFORMATION
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(402) 554 - 3036

ABBREVIATED DIALING

Allows telephone user to dial fewer digits for frequently called numbers

To Program:

1. Pick up handset, dial *0.
2. Press button to be programmed.
3. Dial number to be stored (include 9 if local off campus or 9-1 if long distance)
4. Press button to be programmed again.
5. Repeat step 1 thru 4 for each number to be programmed.

To Use:

1. Pick up handset.
2. Press desired autodial button.

CALL PICK-UP

Allows user to answer a ringing phone from another extension. Extensions must be programmed into the same call pick-up group by the telephone system administrator.

To Use: When you hear a phone ringing, get dial tone and dial #4 or press the **Call Pickup** (CPU) button.

SEND ALL CALLS (SAC)

To Activate: Press **SAC** button (light comes on) or dial *3

To Cancel: Press **SAC** again (light goes off) or dial #3

CALL FORWARD

Allows user to redirect calls to an alternate number on or off campus.

To Activate:

1. Pick up handset and dial *2.
2. Listen for dial tones.
3. Dial desired telephone number.
4. Listen for confirmation tone (3 beeps).
5. Calls normally answered at that extension will ring at the alternate number.

To Cancel:

1. Get dial tone and dial #2.
2. Calls will ring at the original extension.

SPEAKERPHONE

To Use: Press **Spkr** (hear dial tone). Dial desired number or use auto dial button.

To Cancel: Press **Spkr** button or lift handset.

HOLD

Allows user to place a caller on hold.

To Activate: Press **Hold** button (light flashes fast when the call is on hold).

To Cancel: Press the call appearance button to access the call.

TRANSFER

Allows user to redirect calls to the appropriate extension.

To Use:

1. With the first caller on the line, press the **Trnsfr** button. The caller is automatically placed on hold.
2. Listen for dial tone. Dial the desired number.
3. Introduce caller and/or press **Trnsfr** a second time. The initial caller is connected. Hang up.
4. Note When a call has covered to you or you pick it up with #4, to transfer it to that person's Voicemail, press switch hook, dial #8 and press switch hook again. Press the call appearance button to access the call.

CONFERENCE

Allows user to connect with two to five parties.

To Use:

1. Establish call with first party (received or called)
2. Press **Conf** button.
3. Dial number for second person.
4. Once the second person answers, press the **Conf** button again.

SELECT RING TYPE

Allows user to choose one of eight personalized patterns.

To User:

1. While on-hook, press **Conf** button. The current ringing pattern will be heard.
2. Continue to press and release the **Conf** button to cycle through the ringing patterns.
3. To use the ringing pattern currently being played, stop pressing the **Conf** button. The selected ringing pattern will be played two more times.