

# VoIP Reference Guide for Model 7911 Phones



## Answering a Call:

To answer any call in your pickup group, lift the handset and press the **PickUp** soft key.

## Voicemail/Voicemail Indicator:

The **MSG** soft key is the voice mail button. When you have a new message in your voicemail, the red light on your handset will turn on.

## Checking Voicemail Messages:

To access your voicemail, press the **MSG** soft key (or you can dial the extension 7000). You will be prompted to enter your password and press #. To save a message, press 2. To delete a message, press 3.

## Forwarding Calls Directly to Voicemail:

In place of the DND button used on the previous phone system, you can now forward all calls directly to voicemail. Press the **CFwdALL** soft key and then press the voicemail button. To remove call forwarding, press **CFwdALL** again.

## Transferring a Call:

To transfer a call to another extension, press the **Transfer** soft key, dial the 4-digit extension, then press the **Transfer** soft key again.

To transfer a call directly to voicemail, press the **Transfer** soft key then press the voicemail button. Press #, enter the 4-digit extension, then press # 2, and hang up.

## Missed Calls:

You have the ability to access your missed calls. Press the Menu button (the Globe button to the right of your up/down arrows). Select "Directories" and then select "Missed Calls."

## Redial:

Press the Menu button (the Globe button). Select "Directories." Highlight your desired choice using the arrow keys and then press the **Dial** soft key.

If you press the **Redial** soft key on the main screen, you will automatically call the last number dialed.

## Conference Calling:

Conference calling will allow you to connect with up to four different extensions.

After the first caller is on the line, press the **More** soft key. Press the **Conf** soft key and then the next telephone number. Once this person answers, press **Conf** again to connect the calls.

## Volume Button:

To adjust the call volume, press the up or down arrows (while on the call), then press the **Save** soft key.

## Dialing Instructions:

- To dial off-campus, press 9 and the number.
- For on-campus calls, dial the 4-digit extension of the office or department.

## Dialing with a TAC #

- Local: Press # + 9 + 9 + telephone number + **TAC#**
- Long distance: Press # + 9 + 9 + 1 + area code + telephone number + **TAC#**

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