



Voice Mail



The voicemail number is 1400

External voicemail number is 304-637-1400


Message button  will light when you have a new voicemail message. The first time you access voicemail you need to initialize your mailbox. Listen to the tutorial, change your password and say your name.







To Access Voicemail:

When the phone gets a voice mail from server, it will light up the voice mail button .

Voice Mail	--1) Press the Voice Mail button (When Voice Mails are available, icon is  , when no message, icon is ) --2) Enter the User Password --3) The phone will login in to the voice mail server. You may need to follow the instructions to listen to your messages.
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Voice Mail Commands

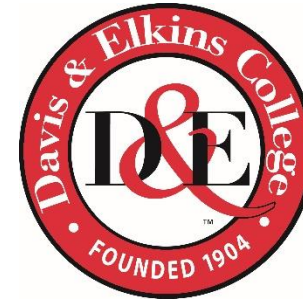
Play-back controls	
 	Start of Message
	Back 10 Sec.
	Pause/Restart
	Forward 10 Sec.
 	End of Message
	Slower
	Faster
	Cancel
	Skip

Options	
	Replay
	Envelope
	Send a copy
	Erase
	Reply
	Save

Change password – 0 – 4 – 4, enter password twice.

Record name – 0 – 4 – 2 – 6, record name and save.

Record greeting – 0 – 4 – 2 – 1, record greeting and save.

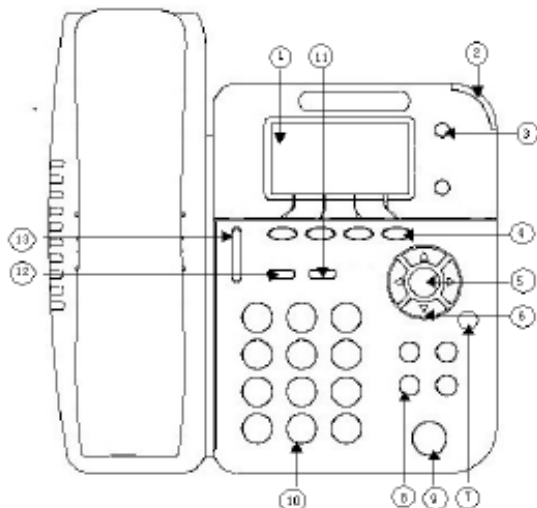


Davis & Elkins College



8001 Telephone User Guide

Dagostino Electronic Services
600 Mifflin Rd
Pittsburgh, Pa. 15207



- 1 - **LCD Screen** Displays information about calls, messages, soft keys, time, date and other relevant data:
 - Call information — caller ID, call duration
 - Icons (e.g. **DND**)
 - Missed calls or second incoming caller's information
 - Time and date
- 2 - **Light Status** Red-Flashing: There is an incoming call or an on hold call.
Red-Steady: Hook-off or in conversation
- 3 - **Line Keys** Green-Steady: There is a conversation on-going on the line
Red-Flashing: There is a incoming call
Green-Flashing: The line is on hold
Dark: Accounts are idle
- 4 - **Soft Keys** These 4 programmable keys allow to open services or launch calls (depending on what has been configured)
- 5 - **OK Key** Confirm the action
- 6 - **Navigation Keys** Scroll through the displayed information, and in the idle state:
 - UP: Open the "All CONTACT LOG"
 - DOWN: Open the "MISSED CALLS"
 - RIGHT: Open the "RECEIVED CALLS"
 - LEFT: Open the "DIALED CALLS"
- 7 - **C Key** Cancels actions or rejects an incoming call, and the other feature:
 - In the idle state: Open the "Phone Status".
 - Diagnosis: Press and hold 3 seconds to open "Hardware Diagnosis".
 - MUTE: "MUTE" feature is activated if you press this button during an ongoing conversation.
- 8 - **Functions Keys** Conference\Redial\Transfer\Hold
- 9 - **Speaker Key** Toggles the hands-free speaker phone mode.
- 10 - **Keypad** Provides the digits, letters and special characters in context-sensitive applications.
- 11 - **Headset key** Toggles and indicates the headset mode.
- 12 - **Message Key** Indicates and accesses voice messages.
- 13 - **Volume Keys** Adjusts the volume of the handset, headset, speaker and ringer

PHONE

Line Buttons: You see two line buttons. All calls are answered on the top line button. When you have 2 separate calls they are shown by Talking: 1/2 or 2/2

Answering a call: Lift handset, press speaker button, or press line key.

Placing a call: lift handset or press speaker button, dial the number wait or press dial button in display. **External** calls require a **9** to be dialed first.

Answering a second call: During a call, you will hear a beep & see call information in display. Answer call by pressing the Ans button in display see Talking: 2/2. To recover the first call, press Shift button in display see Talking: 1/2.

Moving between calls: When on with 2 parties in the display Talking: 1/2 or 2/2 will show. Press Shift to move between 1/2 (1st party) and 2/2 (second party)

Ending a Call: Return handset to cradle, or
press speaker button when on speakerphone, or
press headset button if on headset, or
Press End Button in display

Hold: While on a call press the hold button OR the soft hold button. Line button flashes. You can press another line
To retrieve call press the flashing line button or press resume in display.

Redial: Press redial button, press the dial button in the display OR lift handset & press redial, OR press speaker & press redial

Speed Dial (personal phone book):

To Program: Menu, phonebook, press OK, personal phone book, press OK, enter, add, enter 1st name, scroll to Office #, enter ofc # then save.
OR Dir (in display)

To Use:

Set Supervision: Allows you to answer a call for another user

To answer: while the users line is ringing set supervision key will flash and ring if requested. Press set supervision key to answer call

Call Log: Press Log soft key, choose call, choose appropriate option

Do Not Disturb (DND) – when activated will send your calls to voicemail.
To activate/deactivate – press DND soft key. Toggle on & off.

Transfer: While on a call press call transfer button or XFER in the display.

- Supervised:** Wait until the person answers, announce caller. Press the Call transfer button or XFER soft key to transfer.
- Unsupervised:** After you dial the number, press the call transfer button or XFER soft key to complete the transfer.

3 Way Conference: While on a call press conference button or CONF soft key. First caller is placed on hold automatically. Dial an internal/external number (once they answer) press 'Conference' soft key again and all three people are connected.

Forwarding Calls: Menu, function settings, forwarded calls, press OK, always forwarded, press OK, enable/disable, press OK. Forward icon active in display.