

Voice Mail Functions

First Time Enrollment:

- Press the **Messages** button on your phone.
- Enter your default password 147852
- Follow the prompts, you will:
 - Record your name
 - Record a personal greeting
 - Change your password
 - Wait for confirmation before hanging up

Check Messages *from your phone:*

- Press the **Messages** button.
- Enter your password.

Check Messages *from another phone on your company's network:*

- Press the Messages button
- Press the * (asterisk) button
- Enter your ID (extension)
- Enter your password

Check Messages *remotely:*

- Dial your VM number or backdoor number
- Press * when you hear the recording
- Enter your ID (extension)
- Enter your password.

Voice Mail Options and Shortcuts

While listening to the Main menu, press. . .

- 1** to hear new messages.
- 3** to review old messages.
- 4** to change set-up options.
- 411** to change your Standard Greeting
- 412** to change your Alternate Greeting
- 431** to change your password
- 432** to change your recorded name.

When listening to a message...

- 1** to replay message.
- 2** to save message.
- 3** to delete message.
- 4** to slow down.
- 6** to speed up.
- 7** to rewind.
- 8** to pause/resume message.
- 9** to fast forward.
- #** to skip to next message.

After listening to a Message...

- 1** to replay message.
- 2** to Save.
- 3** to Delete.
- 5** to Forward the message.
- 6** to Save as New.
- 7** to Rewind.

netech

User Reference Guide



Cisco 7941/70 IP Telephones

Avon Community
School Corporation



Soft-Keys:

- These are the four keys located directly below the LCD screen.
- These keys will change depending on the status of your line (idle, off-hook, connected, etc.)
- Watch these soft-keys for options as you utilize different features on your phone.

To Place, Answer and End Calls:

- Pick up/Hang up the handset.
-OR-
- Activate/Deactivate the headset or speaker phone.
-OR-
- Use soft-keys: **Redial**, **New Call**, **Dial**, **Answer** or **EndCall**, where appropriate.

Using Call Hold:

- While on a call, press the **Hold** softkey.
- To return to the call, press the **Resume** softkey.

Switch from a connected call to answer a ringing call (Call Waiting):

- Press the **Answer** soft-key.
- Doing so answers the new call and automatically places the first call on hold.
- To switch between calls on the same line, use the scroll key to select the desired call and press the **Resume** softkey
- To switch between calls on different lines, press the appropriate green blinking line button

Transferring Calls:

1. Press the **Transfer** soft-key. Your phone will automatically put your original call on hold and open a new line.
 2. Dial the extension to which you want to transfer your caller. Your phone will now connect to this extension.
 3. Hang up. You are now disconnecting yourself from the call and connecting the caller to the other extension.
- To cancel the transfer, press the **End Call** soft-key to hang up on the other extension, and then press **Resume** to get the original caller back.
 - You cannot use Transfer to redirect a call on hold. Press Resume to remove the call from hold before transferring.
 - *Blind*
 - Press Transfer, dial number, hang up.
 - *Announced*
 - Press Transfer, dial number, wait on the line, announce call, hang up.
 - *Direct to voicemail*
 - Press Transfer, press Asterisk* (star) key, dial extension, hang up. Enter your extension if you wish to send the caller directly to your own voice mail.

Forwarding Calls:

- Press the **CfwdAll** soft-key. You will hear two beeps.
- Dial the number to which you would like to forward the calls.
- To cancel, press the **CfwdAll** soft-key once.

Do Not Disturb (Forward to Voice Mail):

- Press the **CfwdAll** soft-key. You will hear two beeps.
- Press the **Messages** button.
- To cancel, press the **CfwdAll** soft-key once.

Conference Calls

- During a call press the **More** soft-key, followed by the **Confrn** soft-key. Your phone will automatically put your original call on hold and open a new line.
- Dial the extension or phone number that you would like to add to the conference.
- When you have your new caller on the line, press the **Confrn** soft-key again.
- Repeat to add additional callers, usually up to four or six total participants.

Call Park

- During a call press the **More** soft-key, followed by the **Park** soft-key.
- Your phone will automatically select a park number. Note the call park number displayed on your phone screen (between 1250-1299)
- To retrieve that call, dial the park number on any Cisco phone to connect.
- You have a limited amount of time to retrieve a parked call before it reverts back to the extension from which it was parked.

Features Menu/ User Options:

- Press the Settings button. If you do not see the “Contrast” or “Ring Type” options, select “User Preferences”:
 - Select “Contrast”
Use the **Up** and **Down** soft-key options to change the contrast on your screen.
 - Select “Rings” and then (the first) “Default Ring”, and then “Select” to display list of ring tones
Use **Play** soft-key to listen to a ring tone, then use **Select** and **Save** to set the desired ring tone for your phone.
- Press the Directories button
 - Missed Calls
 - Received Calls
 - Placed Calls
 - Corporate Directory
 - Search for extensions or people by first name, last name, or extension.

