

Accessing Voicemail from Outside

You can access voicemail from outside the office by dialing: (202) 295-1099 or use the easy access method below.

- Step 1** Dial your office phone number, when you receive your voicemail greeting, press the '*' key.
- Step 2** Enter your extension and password when prompted.

Adjusting the Phone Foot stand

Be sure to press and hold the Foot stand adjust button on the right side of the phone while adjusting the angle of your phone. Failing to do so may result in damage to the phone.

Help for a Key

You can learn how to use features using the '?' key. At any time, you may press the '?' key followed by any key you wish to know more about.

Adjusting the Ringer Volume

Press the up or down Volume button while the handset is in its cradle. Continue pressing the volume button to hear sample rings and to adjust the volume to the desired level. This setting is automatically saved.

Changing the Ringer Sound

- Step 1** Press the Applications button.
- Step 2** Select Preferences.
- Step 3** Select Ringtone.
- Step 4** Play or choose a ring setting.
- Step 5** Press Apply and Exit.

Changing the LCD Contrast

- Step 1** Press the Applications button.
- Step 2** Select Preferences.
- Step 3** Select Contrast.
- Step 4** Use the Navigation Bar to adjust your contrast.
- Step 5** Press the Save Softkey.

Softkey Definitions

AbbrDial	Dial using a speed dial index number
Answer	Answer a call
FwdAll	Set up call forwarding
FwdOff	Cancel call forwarding
ConfList	View conference participants
Confm	Create a conference call
Delete	Remove characters to the right of the cursor when using EditDial
Details	Open the Details record for a multiparty call in the Missed Calls and Received Calls logs
Dial	Dial a phone number
DND	Turn off Do Not Disturb (DND)
EditDial	Edit a number in a call log
EndCall	Disconnect the current call
Exit	Return to the previous screen
iDivert	Send a call to a voice messaging system
Join	Join several calls already on a single line to create a conference
MeetMe	Host a Meet-Me conference call
more	Display additional softkeys
NewCall	Make a new call
Park	Store a call using Call Park
PickUp	Answer a call in your group
Redial	Redial the most recently dialed number
Remove	Remove a conference participant
Resume	Resume a call on hold
RmLstC	Drop the last party added to a conference call
Save	Save the chosen settings.
Search	Search for a directory listing
Select	Select a menu item or call
Transfer	Transfer a call

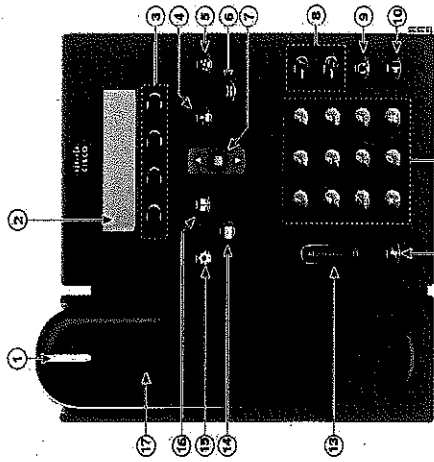
For Additional Help, Contact the Helpdesk:

GEORGETOWN DAY SCHOOL



Cisco IP 6921 and 6941 Phone and Voicemail Desktop Guide

1	Handset with indicator light	The light strip at the top of the handset blinks when the phone rings and remains lit to indicate a new voicemail message.
2	LCD Screen	Displays features such as the time, date, your phone number, caller ID, line/call status and Softkey tabs.
3	Softkey buttons	Enables you to select any of the functions displayed on the corresponding LCD tabs.
4	Transfer button	Transfers a call.
5	Conference button	Creates a conference call.
6	Hold button	Places an active call on hold.
7	Navigation button	Enables you to scroll through text and select features displayed on the LCD screen.
8	Line or Speed Dial buttons	Opens a new line, speed dials the number on the LCD screen or ends a call.
9	Headset button	Toggles the headset on or off.
10	Speaker button	Toggles the speaker on or off.
11	Keypad	Dial phone numbers, enter letters, and select menu items.
12	Mute button	Toggles the mute on or off.
13	Volume button	Increases/decreases volume of handset, headset or speaker/phone.
14	Message button	Auto-dials your voicemail system.
15	Applications button	Used to access call history, user preferences, and settings.
16	Contacts button	Used to access the corporate directory.
17	Handset	Phone handset.



Place a Call

- Step 1** Lift the handset or Press the Speaker button
- Step 2** Enter the number that you want to dial
- Step 3** The call has now been placed and you can hear it ringing through.

Answer a Call

- Step 1** Lift the handset or Press the Headset button or Press the Speaker button
- Step 2** Press the Answer Softkey or the flashing line button to answer the call

Multiple Calls on One Line

- Step 1** While on a call, press the Line button (red flashing light) to answer second call.
- Step 2** The first call will be placed on hold automatically and you will be connected to the second call.
- Step 3** Press the Line button again to put the second call on hold and resume with the first call, Or press End Call to end the second call and press the Resume softkey to resume with the first call.

Hold a Call

- Step 1** Press the Hold button.
- Step 2** To resume the held call, press the Resume Softkey.

Call Icons on Phone Display

- Call Forwarding Enabled
- Call on Hold
- Connected Call
- Off-Hook
- On-Hook
- Incoming Call
- Shared Line in Use
- Incoming Call (flashing amber)
- Line is Active (steady green)
- Call on Hold (flashing green)
- Shared Line in Use (steady red)

Forwarding Calls

- Step 1** Press the FwdALL Softkey. You should hear two beeps.
- Step 2** Enter the number to which you want to forward all of your calls.
- Note:** Be sure to enter the number exactly as you would if you were placing a call to that number.
- The LCD displays a message confirming the number or extension to which your calls are being forwarded.
- Step 3** To cancel call forwarding, press the FwdOff Softkey.

Transfer a Call

- Step 1** During a call, press the Transfer button. This puts the call on hold.
- Step 2** Dial the number or office extension to which you want to transfer the call.
- Step 3** When it rings on the other end, press Transfer again. Or, when the party answers, announce the call and then press Transfer again.

Ad Hoc Conference

- Step 1** During a call, press the Conference button.
- Step 2** Place a call to another number or extension.
- Step 3** When the call connects, press Confirm again to add the new party to the conference call.
- Repeat these steps to add additional parties to the conference call.

Setting Up Voicemail

You must set up your voicemail before you will be able to listen to your messages.

Follow these steps to set up your Voicemail:

- Step 1** Press the Messages button.
- Step 2** When prompted, enter your PIN and press #. Default PIN is:

Step 3 You will be guided through the mailbox set up. Complete the requests until you hear that you have successfully completed enrollment.

Voicemail Commands

- During the Message After the Message
- 1 Restart Message
 - 2 Save
 - 3 Delete
 - 4 Slow playback
 - 5 Fast playback
 - 6 Rewind message
 - 7 Pause/Resume
 - 8 Fast-forward
 - 9 Play message properties
 - # Save as is

Shortcuts

- 41 Change greetings
- 412 Turn on/off alternate greeting
- 423 Choose full or brief menus
- 431 Change phone password
- 432 Change recorded name

Send All Calls to Voicemail

- Step 1** Press the FwdALL Softkey.
- Step 2** Press the Messages key. All incoming calls will now go to Voicemail.

To cancel, press the FwdOff Softkey again.