

Quick Reference Guide



Basic Calling Features

Making Calls

Lift the handset or press the Speakerphone button 

Dial the number. **For an outside call, remember to press 7 first.**

To end the call, simply hang up or press the Speakerphone button.

Answering Calls

Lift the handset or press the Speakerphone button 

To end the call, simply hang up or press the Speakerphone button.

Daily Check-In

Press the 2nd line button labeled CHECK IN (square colored **GREEN**)

Emergency



Press the 4th line button labeled EMERGENCY (square colored **RED**)

Additional Phone Features

Voicemail

When you have a voicemail, the following indicators will activate:

- You will hear a stuttered dial tone
- The voicemail indicator light on the handset will light up
- A voicemail envelope icon will display on the 1st line button


To listen to voicemail, lift the handset or press the Speakerphone button , then press the messages button . Follow the prompts to listen to your messages.

Volume Control


Press the volume control button  to adjust the volume on the handset or the speakerphone while it is in use.

Press the volume control button to adjust the ring volume at any time while you are NOT using the handset or speakerphone.


Muting Calls

Press the mute button  while on a call to mute the microphone so the person you are speaking to will not be able to hear you. Press the mute button again to un-mute the microphone.


Calls on Hold

Press the Hold button  when you want to place a call on hold. The 1st Line button will begin to blink. To resume the call, pick-up the receiver or press the Speakerphone button and press the 1st line button.


Call Transfers

To transfer an active call to another extension, press the Transfer button  and dial the person's extension. You have the option of talking to the person first or just press transfer again to complete the transfer.

Conference Call

To conference multiple callers together, press the Conference button  while on an active call. At the dial tone, dial the number of the person that you want to add to the conference call. Press the Conference button again to combine the calls together.

Camera Usage

Video calls to other phones equipped with video cameras are automatic. You can mute your camera by pressing the Video Mute button  or sliding the shutter located on the camera to the left.

Advanced Phone Features

Fellowship Internal Voicemail


To check your voicemail remotely from outside the campus:


- Dial 908-580-3838
- During the announcement, press * on the keypad
- Enter your Unit# when prompted for your ID, then press #
- Enter your voicemail pin password when prompted, then press #
- Follow the prompts to listen to your messages

While in the voicemail system, you can also change options like your outgoing announcement and name announcement by pressing 4 for “changing your options” and simply follow the voice prompts.

Call Forwarding To forward calls, simply press the Forward All softkey located under the screen. The phone will beep twice. In the window that appears, enter the phone number where you want to forward your calls. If forwarding to an external number, make sure to include the **7 for an outside line**. Internal numbers can simply be entered using the 4 digit number.

To cancel call forwarding, simply press the Forward Off softkey.

Call “Barge” If you answer a call on the Cisco phone and want to continue the call using your analogue phone anywhere else in the house, simply press the Hold button  and hang up the handset. You can now go to any other phone in the house and pick-up the call.

Call History Press the Application button  and select Call History by pressing the Select button located on the Navigation pad. Select All Lines to see a history of all incoming and outgoing calls, including the time.

To navigate up and down the list, press the up or down arrow on the navigation pad. You can call back any missed by highlighting the missed call in the list and doing the following:

For Internal Call: Press the select button

For External Calls: Press More, then press EditDial. Add the 7 for an outside line by pressing the Up Arrow, press 7, then press Call.

To clear the call history, press the softkey labeled "Clear List" located under the phone screen.

To exit out of the Call History menu, press the soft key labeled with the back arrow or exit (located all the way to the left under the screen).