CONFERENCE CALL

Transfer

Dial the destination number, hang up or wait for answer. ; receive stutter dial tone.

Transfer

Press • seconds. • soft key.

REDIR then dial the extension, then press the Transfer, ICA mode if no key is pressed within 20 seconds.

CALL TRANSFER

During a call to transfer directly to a users voicemail box press Transfer, then dial the extension, then press the REDIR soft key.

VOICE CALL

Dial the extension number followed by pressing the Voice soft key, this will announce a call over the other person’s speaker phone. This feature will only work if the called person is idle.

RINGING LINE PICK UP

Press the Feature key then the Answer key. The Answer key will light up. Ringing line pick up will now be activated, allowing you to answer any line ringing on your phone.

To Cancel: press Feature key then the Answer key again.

INCOMING CALL ASSISTANT (ICA) SOFT KEY

Stores and displays call information for both incoming and outgoing calls.

Allows the user to dial the last 20 calls dialed or received.

Automatically displays caller ID information for incoming calls on your second line when your first line is in use.

FIRST-TIME ICA PASSWORD SET-UP

If a user has not previously logged in to ICA before, New Password: will display upon log-in. Enter a new password and then press the # key.

After successful log-in, the ICA allows display telephone users to scroll through the last 20 calls originated or received. Received calls can be returned via ICA.

Press the appropriate keys as shown on the key map on back page of this manual.

Continue to scroll until the desired phone number is displayed.

Press # to place call.

ICA LOG-IN

While your phone is idle (on-hook), press the ICA soft key located at the top of your phone.

The prompt Extension: will appear.

If you are at your own phone, press the # key.

If you are at a different phone, enter your 4-digit extension number.

The prompt Password: will display.

Enter your password.

Press #.

The prompt 1: Inbound 2: Outbound will display. Press the digit (1 or 2) corresponding to the type of call history you wish to view.

Then use keypad to scroll through history.

(Key Map on back page of this manual).

Log out of ICA by pressing the ICA key.

ICA LOG-OUT

While a phone is idle (on-hook) and logged in, press the ICA soft key.

You will automatically be logged out of ICA. You will also be automatically released from ICA mode if no key is pressed within 20 seconds.
DIRECTORY DIALER

USING DIRECTORY DIALER TO PLACE A CALL
• Press the Directory key.
• Name? will display.
• Use the keypad on your phone to spell out the employee’s last name.
• Press #.
• If there are multiple matches, press 8 to scroll through the choices.
• When the correct name is displayed, press # to place a call to that individual.
• If several possible name matches exist, use the key map (See Map Key Legend) to scroll through the names to find the one you want to dial.

USING DIRECTORY DIALER TO CONFERENCE A CALL
• While on a call, press the Directory key.
• Use the keypad on your phone to spell out the last name of the person you wish to conference on the call.
• Press #.
• If there are multiple matches, press 8 to scroll through the choices.
• When the correct name is found, press #. The first call is then placed on hold and the second number is dialed.
• When this person answers, press the Conference key on your phone to connect all parties.

USING DIRECTORY DIALER TO TRANSFER A CALL
• While on a call, press the Directory key.
• Use the keypad on your phone to spell out the last name of the person to whom the call is being transferred.
• Press #.
• If there are multiple matches, press 8 to scroll through the choices.
• When the correct name is displayed, press #. The first call is then placed on hold and the second number is dialed.
• Hang up to complete the transfer.
• To cancel the transfer, press the Transfer button on your phone.

MAP KEY LEGEND
USED FOR ICA AND DIRECTORY DIALER
1. Displays the first entry in the scroll list (Top)
2. Displays the previous entry in the scroll list (Scroll Up)
3. Displays the entry with a different first letter (Prev Letter)
4. Display additional entry info (Scroll Left)
5. Adds more letters to the search string (Add Letters)
6. Display additional entry info (Scroll Right)
7. Displays the last entry (Bottom)
8. Displays the next entry (Scroll Down)
9. Displays the next entry with a different first letter (Next letter)
0. Returns to the beginning (Search Again)
* . Clears the entry (Backspace)
# . Selects displayed entry (Enter)

TO ACCESS VOICEMAIL INTERNALLY
• Press the Message button or dial 8778. You will be prompted for your security code. Default security code is: CCNY (2269).

TO ACCESS FROM ANOTHER CAMPUS PHONE
• Press the Message button or dial 8778. You will be prompted for the security code of the phone you are using.
• Ignore the prompt.
• Press * and # and you will be prompted to enter your extension and security code.

FROM OUTSIDE THE CAMPUS
• Dial 212-650-8778, when the greeting answers press # and then enter your extension and security code.

GETTING STARTED
Listen to new messages 1
Record a message for another phone number 2
Phone manager functions (user options) 3
Listen to saved messages 5
To quit menu *

PHONE MANAGER (USER OPTIONS)
Personal Options 1
Messaging Options 2
Change your standard greeting 4
Change your out-of-office greeting 6
To quit menu *

PERSONAL OPTIONS
Record your personal greeting 3
Change your security code 4
Change your name recording 5

WHILE LISTENING TO OR AFTER LISTENING TO A MESSAGE
Forward to (4 digit CCNY numbers only) 2
Skip back five seconds 3
Delete 4
Save 5
Skip to the next message 7
Reply (4 digit CCNY numbers only) 8
Skip ahead five seconds 9

Telephone and Voicemail User Guide