



## Vodavi 10-button (new model) Speakerphone Guide

While the phone is ringing lift the handset or press the SPKR button. The Line-in-use (LIU) light located next to the HOLD button will illuminate (green).

\_\_\_\_\_ To reach on office or Residence Hall on campus simply dial the four-digit extension number (XXXX).

\_\_\_\_\_ For local calls, dial , then the seven digit telephone number. If the call is in a different area code, but is still a local call, dial , , the area code, then the seven-digit number.

Ask the party to wait. Press (your original call is placed on hold), then dial the four-digit extension ( ) where you want the call transferred. Announce the call when the called party answers and hang up, hang up after dialing the extension number without announcing the call. In either instance, the original caller will be on hold until you hang up your phone.

To transfer calls to someone'



Lift the handset (if you put the call on hold on your phone) and you will be reconnected dial # \_ (if you put the call on hold on the system). To retrieve a held call via the \* 1 from another phone, dial the Remote Retrieve code \* \_ \_ + your extension number.

Lift the handset or press the SPKR button for dial tone. The LIU light will illuminate (green). Dial the telephone number, or press REDIAL. Disconnect the call by replacing the handset in the cradle or press the SPKR button again.

The Meet-Me Conference feature lets you schedule in advance up to eight, on campus extensions (including yourself) for a dial-up conference call. The parties must be notified of the intended date, time, and meet-me conference code.

To establish the conference at the agreed date and time, each participant (including yourself) will lift the handset, dial the meet-me conference access code \_ \_ , then the agreed upon, virtual conference room number, ( ).

You send out an email, that on Monday, as 9:00 AM, everyone should call into the conference call. You will meet in Virtual Conference Room number seven (7).

At that time, the participants will be in their office and dial \_ \_ + \_ . Everyone who dials this code at that time will be included in the conference call.

The first party to enter the conference hears a short series of beeps. When the beeps stop, they are the first conferee. As each subsequent conferee joins the conference call, a short service tone will be heard by the person joining, as well as by those already in the conference.

Ten frequently dialed telephone numbers can be stored in the telephone memory button locations, located on the top half of the phone. A number stored in memory can be accessed with one-touch of a Memory Dial button.

1. Lift the handset, or press the SPKR button.
2. Then press the \_\_\_\_\_ button.
3. Dial the \_\_\_\_\_ to be stored in memory.  
Make sure to include a 9 for an off campus call.
4. Press one of the ten Memory Dial buttons where you want to store that telephone number.
5. Press the \_\_\_\_\_ button again, and release.
6. Hang up the handset, or press SPKR.
7. Record the number on the on the paper facemat.

## memory dialing (cont'd)

*A "dial tone" will be heard while performing this operation.*

1. Lift the handha

You can dial up to ten, previously stored speed dial numbers by dialing an access code and then the stored digit location.

cont'd)

Call the System Administrator at ext. 4664 to find out what your busy option is set to now, or to have it changed.

If you activate a "Forward All Calls" feature as previously mentioned, it will override the until you cancel the feature.

Depress the volume button once to Increase the voice of the caller. Press the button again to return to the Normal setting. **NOTE:** the volume level will reset to normal each time you hang up or discontinue the call.