



## Vodavi SL (new model) non-Speakerphone Guide

\_\_\_\_\_ To reach an 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.

\_\_\_\_\_ Dial \_\_\_\_\_, then 1-800-XXX-XXXX (888, 877, 866, etc).

\_\_\_\_\_ Dial \_\_\_\_\_, \_\_\_\_\_, the area code, then the seven-digit number.

\_\_\_\_\_ Dial \_\_\_\_\_, \_\_\_\_\_, the country code, the city code, then the telephone number.

This feature allows you to answer another phone in your department, which has already been programmed into your common pickup group. To answer the call, lift handset and dial \* \_\_. The phone will stop ringing and you will be connected to the caller.

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's voice mail, see the Voice Mail instruction guide.

After hearing the  , ask the connected party to wait. Press  to connect to the call waiting (your original call is placed on hold). Press  , then  to alternate between calls. If at any time one of the callers hangs up, you will be automatically connected to the remaining caller.

Your phone is currently set to forward to voicemail when busy. If you would prefer to receive a call waiting tone,

## conference call (cont'd)

1. Ask the connected parties to wait, and then press [redacted]. A recall dial tone will be heard, and both parties are placed on hold.
2. Dial the next party's number. A ring back will be heard until the party answers.
3. Announce the call and press [redacted], [redacted]. All parties are connected to the conference.
4. Repeat steps 1 through 3 to add subsequent callers.

If you receive no answer, a busy tone, voice mail, or if you dialed a wrong number, press [redacted] and you will hear a series of beeps. When the beeping stops, the unwanted call will be dropped and you will be connected to the original caller(s). At that point, follow steps 1 - 3 to continue adding more participants.

This phone jack is located on the right side of the telephone and provides a modular connection with the telephone line for connecting devices such as a laptop computer or modems for dial-up.

This button is used for many different functions. You will notice the flash feature listed in many feature descriptions. The main function is to transfer calls, but is also used for features such as conferencing and call waiting to name a few.

Dial \* [redacted] + and the four-digit extension ( [redacted] ) number where you want your phone to forward to when you are away from your office. When you hear a confirmation beep, hang up. Your phone will not ring but will immediately forward to new destination. If you want your calls to go to Voice Mail, enter [redacted] as your "forward to" destination.

Lift handset, then dial # [redacted]. When you will hear the confirmation beep, hang up.

Press the [redacted] key on your phone and hang up (a red light will illuminate). The call is on hold on your phone (you will not be able to receive another call as your phone will be in a busy state with the hold button), press [redacted] and dial \* [redacted], hang up and the call will be on hold in the phone system (this will allow you to receive additional calls while on hold in the system).

Lift the handset (if you put the call on hold on your phone) and you will be reconnected dial # [redacted] (if you put the call on hold on the system). To retrieve a held call via the \* 1 from

Lift the handset for dial tone. Dial the telephone number, or press REDIAL. Disconnect the call by replacing the handset in the cradle again.



(cont'd)

8. Enter (for an outside line), then the local phone number (include + if it is a local call in another area code, or for a long distance number) to be stored.
9. When finished entering the phone number, wait until you hear a "service tone." This will indicate that the number was stored successfully.
10. Hang up the handset.
11. Record the number for future reference.

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1. Lift the handset.
2. Dial the station speed dial access code \* \_.
3. Press the touch tone digit ( ) where the phone number you want to call, is stored.

Used to program **memory dial** numbers into memory.