## 6735i Overview

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Basic Features

Transfer

• Press Xfer key.
• Enter the extension you wish to transfer the call to.
  - Stay on the line to announce the call.
  - Press the Cancel soft key to cancel the transfer.
• Press the Xfer key again to complete the transfer.

Transfer Directly to a Voicemail Box

• While on a phone call, press the Xfer.
• Then press the Dir VM Tx... soft key or *55 or 6525.
• To transfer to your own voicemail box, press #.
• To transfer to another user’s voicemail box, enter the campus extension, followed by # (i.e. 2011#).
• To cancel, press *.
• The system will indicate that it has successfully transferred the caller directly to that voicemail box.

Call Forward

• Press the Call Forw... soft key.
• Press the Change soft key while the arrow is on All.
• Press the Change soft key to change the State to On.
• Use the up/down Navigation keys to point to Number.
• Enter the campus extension you wish to forward calls to.
  - To forward calls to your voicemail, enter 2525.
• Press the Done soft key to save this change.
  - A check mark now appears next to All under Call Forward Mode.
• Press the Done soft key again to save all forwarding changes.
• Your calls are forwarded. The display screen shows “CFWD ALL.”
• To cancel Call Forward, press the Call Forw... soft key.

• Press the All Off soft key to disable all of your modified call forwarding settings.
• Press the Done soft key to exit.

Conference Calling

• While on the first call, press the Conf key.
• Dial the second caller. Once you are connected to them, press the Conf key again.
  - If the second caller does not answer, press the Cancel soft key.
• You are now conferenced with both callers.

Accessing Voicemail

• Press the Voice Mail soft key.
• Enter your voicemail password.
  - Press * if you want to access a voicemail box for a different extension than the one you are calling from.

OR

• Dial 2525 or 657-278-2525.
• Enter the campus extension.
• Enter the voicemail password.

Change Phone Preferences

• Press Options key.
• Use up/down Navigation keys to highlight Preferences. Press the Select soft key.
• Use up/down Navigation keys to select a preference.
  - Tones: change ring tone/type
  - Contrast Level: make display screen darker/lighter
  - Set Audio: set audio mode to headset or handset; adjust headset microphone volume.

For assistance with your phone, contact the IT Call Center at x7777 or helpdesk@fullerton.edu.

Updated and additional VoIP user guides and tutorials are available at:
http://voip.fullerton.edu.