## 6757i Overview

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Basic Features

Transfer
- Press Xfer soft 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 soft key again to complete the transfer.

Transfer Directly to a Voicemail Box
- While on a phone call, press the Xfer key.
- Then press the Dir VM Tx... key or *55.
- 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” and the Call Fwd soft key is lit.
- 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 soft key.
- Dial the second caller. Once you are connected to them, press the Conf soft 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
  - Display: make display screen darker/lighter (contrast level); change backlight settings.
  - 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.