

6735i Overview



Area on Image	Feature Description	Area on Image	Feature Description	Area on Image	Feature Description
1	Handset	7	Redial key	13	Keypad
2	Speakerphone	8	Soft keys (label will change to indicate the function of the key at the time)	14	Display screen
3	Voicemail Indicator light	9	Line appearances (may be same extension or 2 different extensions)	15	Volume Control keys
4	Goodbye/Disconnect key	10	Speakerphone/Headset key	16	Conference key
5	Options key	11	Mute key	17	Transfer key
6	Hold key	12	Navigation keys for display screen	18	Services key

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>.