

Telephone Instruction Sheet – Model 7940, 7960

• **Dialing Instructions**

• To dial another extension on the system:

Lift the handset and dial the 5 digit extension number.

• To dial a local call:

Lift the handset and dial “9”, then the 7 digit telephone number.

• To dial within the extended calling area: (Volusia County)

Lift the handset and dial “9”, then the 7 digit telephone number.

• To dial long distance:

Lift the handset and dial “8”, then “1”, plus the 10 digit telephone number.

Feature Instructions

• To answer an incoming call

Lift the handset or,

Press the “speaker” button to answer hands free or,

Press the “answer” soft key in the display

• To end a call

Return handset to cradle or,

Press the “speaker” button if using hands free mode or,

Press the “end call” soft key in the display

• To place a call on hold

While on the call, depress the “hold” soft key

To return to the call, depress the “resume” soft key

If more than one call is on hold, use the scroll keys to select before pressing “resume”

• To transfer a call

While on the call, depress the “transfer” soft key

Dial the number of the extension you wish to transfer to

When the party answers, announce that you are about to transfer a call

If the party agrees to accept the transfer, press “transfer” again and hang up.

If the party you wish to transfer to, does not answer, press “end call”, then “resume” to reconnect to original call

• Last number redial

Lift the handset and depress the “redial” soft key

(dials the last number that was dialed on the number keypad)

• Parking a call

To park a call:

While on a call, depress the “park” soft key

Note the Call Park “extension” that appears in the display

To retrieve a parked call from any phone:

Lift handset and dial the call park “extension” that appeared in the display

• Placing a conference call

While on an active call, depress the “more” soft key, then the “ConFrm” soft key

Place a second call to the party you wish to add to the call

When the second call answers, press the “ConFrm” soft key again to connect all parties

If the second party does not answer, press the “end call” soft key to disconnect, then “resume”

to reconnect to the original call

- Call Forward

Press the “CfwdAll” soft key. You will hear 2 “beeps”

Dial the number you wish to forward your calls to

- To Cancel

Press the “forward” button. You will hear 2 “beeps” Hang Up.

- Call Pickup

If you wish to answer a call that is ringing at another telephone

Lift the receiver

Press the MORE soft key

Press the “pickup” soft key in the display. (Call begins ringing on your phone)

Press the “answer” soft key

- UNITY VOICE MAIL TRAINING

- Initial Set Up:

- Press the Message Key (this automatically dials the Voicemail System)

- Enter the password 12345 #

- Follow the system prompts as follows:

- Listen for the tone, then speak your name. Press #

- Listen to the instructions for recording the greeting, then press “1” and record greeting

- Listen to the instructions for changing the password, then dial the numeric password

- Make sure system tells you than you have completed registration, then hang up

- Accessing Voice Mail Messages From Your Phone:

- Depress the message key

- A red light on receiver indicates you have messages

- Dial Password and follow system prompts

- Accessing Voice Mail Messages From Any Phone In The System:

- Depress the message key

- When the system requests the password, do not dial your password

- Instead, press the *

- The system then requests that you dial your ID

- Your ID is your extension number followed by # (Example: if your number is 273-6000, enter 36000)

- The system again request your password

- Dial your password followed by #

- Follow system prompts

- Accessing Voice Mail Messages From Outside the System (from home, etc):

- Call your office extension (Example: if your number is 273-6000, enter 36000)

- Press *

The system then requests that you dial your ID

- Your ID is your extension number followed by #

- The system again requests your password

- Dial your password followed by #

o Follow system prompts

- Shortcuts:

- Depress the message key

- Dial Password

- As soon as the system answers, dial any of the following shortcuts:

- 411 Change greeting

- 423 Full or brief menus

- 431 Change password
- 432 Change recorded name
- Function Keys:
 - 1 Hear new message
 - 1 Repeat
 - 2 Save
 - 3 Delete
 - 4 Reply
 - 5 Forward message to another mail box
 - 6 Mark as new
 - 7 Move backward in message
 - 9 Hear summary
- 2 Send a message
- Dial # # to change from spelling mode to number mode
- Record message
- Press # to send message
- 3 Review old messages
- 1 Repeat
- 2 Save
- 3 Delete
- 4 Reply
- 5 Forward message to another mail box
- 6 Mark as new
- 7 Move backward in message
- 9 Hear summary