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How to forward your office phone

Jeff Clark - 2022-10-17 - COMMUNICATIONS

Link:

https://helpdesk.fau.edu/TDClient/2061/Portal/Shared/FileOpen?AttachmentID=96a5bd8d-4 b58-43cc-969e-7affb5747a01&ItemID=73103&ItemComponent=26&IsInline=0



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cisco. Cisco IP Phone 8800 Series Quick Start Guide Dial On - Campus Make a Call with a Headset Mute Your Audio Press Mute Press Mute again to turn mute off 5-digit dialing is available for FAU numbers: Boca - dial 7-XXXX Plug in a headset. Enter a number using the keypad. All other campuses - dial 6-XXXX

99 is no longer needed for off-campus calling. Enter a number using the keypad.

Transfer a Call to Another Person

 From a call that is not on hold, press Transfer Enter the other person's phone number. Press Transfer again.

For off - campus calling, dial the area code + number.

View Your Recent Calls

Press Applications

2. Select Recents.

Dial Off - Campus

3. Select a line to view

Add Another Person to a Call

- From a connected call that is not on hold, press
 Conference
- 2. Press Active calls to select a held call.
- 3. Press Conference again.



- The Corporate Directory allows you to lookup phone numbers for coworkers.
- The Personal Directory allows you to store a set of personal numbers.

3. Press Headset

Make a Call with the Speakerphone

- 2. Press Speakerphone

- Forward All Calls

 1. Select a line and press Forward all.
 2. Dial the number that you want to forward to, or press Volcemall.
 3. To cancel the forwarding, press Forward off.

Adjust the Volume in a Call

Press Volume - + left or right to adjust the handset, headset, or speakerphone volume when the phone is in use.

Adjust the Ringtone Volume

Press Volume - left or right to adjust the ringer volume when the phone is not in use.

Change the Rington

- Press Applications
 Select Settings > Ringtone.
- Select a line.
 Second through the list of ringtones and press Play to hear a sample
 Press Set and Apply to save a selection.

- Adjust the Screen Brightness

 1. Press Applications
 2. Select Settings > Brightness
 3. Press the Navigation cluster left to decrease, or right to increase, the brightness
- 4. Press Save

Change the Font Size

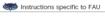
- Press Applications
 Select Settings > Font Size
- 3. Select a font size.

Stop Your Video

- 1. Turn the camera shutter counterclockwise to stop your
- Turn the camera shutter clockwise to start your video.

To report issues with the new phone, please submit a ticket: https://helpdesk.fau.edu/TDCllent/ Requests/ServiceDet?ID=33826

If you have any questions, please call Support Services 561.297.6235 or 7-6235



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