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How to forward your office phone

Jeff Clark - 2022-10-17 - COMMUNICATIONS

Link:

 $\label{eq:https://helpdesk.fau.edu/TDClient/2061/Portal/Shared/FileOpen?AttachmentID=96a5bd8d-4b58-43cc-969e-7affb_5747a01&ItemID=73103&ItemComponent=26&IsInline=0$



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Dial On-Campus

5-digit dialing is available for FAU numbers: Boca - dial 7-XXXX All other campuses - dial 6-XXXX

Dial Off – Campus For off – campus calling, dial the area code + number.

99 is no longer needed for off-campus calling.

Transfer a Call to Another Person

1. From a call that is not on hold, press Transfer 2. Enter the other person's phone number.

3. Press Transfer again.

View Your Recent Calls 1. Press Applications

2. Select Recents.

3. Select a line to view.

Add Another Person to a Call

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

SAU Directory

1. The Corporate Directory allows you to lookup phone numbers for coworkers. 2. The Personal Directory allows you to store a set of personal numbers.

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Cisco IP Phone 8800 Series

Make a Call with a Headset

- Plug in a headset.
 Enter a number using the keypad.
 Press Headset

Make a Call with the Speakerphone 1. Enter a number using the keypad. 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 Watermall 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 - Press Volume volume when the phone is not in use.

Change the Rington Change the Kingtone 1. Press Applications 2. Select Settings > Ringtone. 3. Select a line. 4. Scroll through the list of ringtones and press Play to

hear a sample 5. Press Set and Apply to save a selection.

Quick Start Guide

Mute Your Audio 1. Press Mute 2. Press Mute again to turn mute off

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
1. Draws Control Con 4. Press Save

Change the Font Size

1. Press Applications 3. Select a font size. Press Save.

- Stop Your Video
- 1. Turn the camera shutter counterclockwise to stop your video.
- 2. Turn the camera shutter clockwise to start your video.
- To report issues with the new phone, please submit a ticket: https://helpdesk.fau.edu/TDClient/ Requests/ServiceDet?ID=33826
 - If you have any questions, please call Support Services 561.297.6235 or 7–6235

Instructions specific to FAU October 2016

• Tags

- Phone
- voicemail