



## Oberlin College Digital 3902 Telephone Training

<b>GOODBYE</b>	TO USE	Press the <b>GOODBYE</b> key and your call will be silently disconnected
<b>HOLD</b> the	TO USE	Press the <b>HOLD</b> key...return to the caller by pressing Line key beside the fast flashing telephone icon
<b>VOLUME CONTROL</b>	TO USE	The horizontal bar below the dial pad adjusts the volume of the handset, speakerphone (callers voice) or ringing. Adjust the ringing volume while the phone is ringing
<b>MESSAGE</b>	TO USE	Lift handset, get dial tone, then press the <b>MESSAGE</b> key, It will automatically dial the Voice Mail system Extension 56600)
<b>TRANSFER</b>	TO USE hold. private...Press transfer	Press <b>TRANSFER</b> key...call is automatically put on hold. Dial your number...announce transfer in <b>TRANSFER</b> key again to complete the
<b>CONFERENCE</b> automatically put on	TO USE	Press <b>CONFERENCE</b> key...call is Hold. Dial your number...announce conference in private.... Press the <b>CONFERENCE</b> key to complete the conference. Repeat for additional parties (up to 6 parties allowed)
<b>CALL FORWARD</b>	TO USE	Without lifting the handset...press the <b>FORWARD</b> key... Dial number where calls are to be forwarded...press the <b>FORWARD</b> key again to activate Call Forward
	TO CANCEL	Press the <b>FORWARD</b> key again, the display will tell you <b>Call Forwarding</b> is cancelled.





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<b>CALL PICKUP PICKUP</b>	TO USE	Lift handset...hear dial tone.... press the <b>CALL</b> Key. You will be connected to a ringing phone in your call Pickup group.
<b>LAST NUMBER REDIAL</b>	TO USE	Lift handset.... Press extension key.... number is dialed
<b>AUTO DIAL</b>	TO STORE	Press <b>AUTO DIAL</b> key...enter phone number exactly like You dial it...press AUTO DIAL again.
	TO USE	Lift handset...press <b>AUTO DIAL</b> ...your number is dialed. To use without lifting handset... press extension key twice
<b>OPTIONS</b>	TO USE	Press the Options key and scroll through the list of Features. Use the <u>Navigation</u> arrows to move up and down through the list. Highlight the feature you would like to adjust and press the <b>Select</b> key. The display provides you with information to adjust your selection though the use of the soft keys.

