



## Oberlin College Digital 3903 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	Press <b>TRAN</b> key...call is automatically put on hold. Dial your number...announce transfer in private...Press the <b>SWAP</b> key to switch between talking with the original caller and the new caller. Press the <b>CONNECT</b> key to complete the transfer.
<b>CONFERENCE</b>	TO USE	Press <b>CONF</b> key...call is automatically put on Hold. Dial your number...announce conference in private...press the <b>SWAP</b> key to switch between talking with the original caller and the new caller. Press the <b>CONNECT</b> key to complete the conference. Repeat for additional parties (up to 6 parties allowed).
<b>TO JOIN A CALL</b>	TO USE	Press the <b>CONF</b> key...Press the Key that has the caller you want to connect to your current call...press the <b>CONNECT</b> key. The person on hold joins your conversation.
<b>CALL FORWARD</b>	TO USE	Without lifting the handset...press <b>FORWARD</b> key... Dial number where calls are to be forwarded...press the <b>DONE</b> key to activate Call Forward.





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TO CANCEL Press the **CheckFW** key...Press the **CancelFw** key. Your display will tell you that Call Forward is cancelled.

**PARK** TO USE With the caller on the line, Press the **PARK** key...look at your display and note the 4-digit call park number displayed on your phone (1500 thru 1519)... then press **OK**.

TO RETRIEVE Lift the handset of any phone and dial the number that was displayed when the call was parked. The call will then be connected. (You have **120** seconds to retrieve the call or they drop out of Park and start ringing at the phone that Parked the call.)

**CALL PICKUP PICKUP** TO USE Lift handset...hear dial tone.... press the **CALL** key. You will be connected to a ringing phone in your call Pickup group.

**LAST NUMBER REDIAL** TO USE Lift handset.... Press extension key.... number is dialed

**AUTO DIAL** TO STORE Press **AUTO DIAL** key...enter phone number exactly as you would dial it...press **AUTO DIAL** again.

TO USE Lift handset...press **AUTO DIAL**...your number is dialed. To use without lifting handset... press extension key twice

**DIAL INTERCOM** TO USE Lift handset ... press I/C key (hear dial tone) ... dial 2 digit Intercom number

**OPTIONS** TO USE Press the Options key and scroll through the list of Features. Use the Navigation arrows to move up and down through the list. Highlight the feature you would like to adjust and press the **Select** key. The display provides you with information to adjust your selection though the use of the soft keys.

