

Oberlin College Digital 3904 Telephone Training



GOODBYE	TO USE	Press the GOODBYE key and your call will be silently disconnected.
HOLD	TO USE	Press HOLD key...return the caller by pressing the LINE key beside the fast flashing telephone icon.
VOLUME CONTROL	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.
MESSAGE	TO USE	Lift handset, get dial tone, then press the MESSAGE key and it will automatically dial the Voice Mail system . (Extension 56600)
TRANSFER	TO USE	Press TRAN key...call is automatically put on hold. Dial your number...announce transfer in private...Press the SWAP key to switch between talking with the original caller and the new caller. Press the CONNECT key to complete the transfer.
CONFERENCE	TO USE	Press CONF key...call is automatically put on Hold. Dial your number...announce conference in private...press the SWAP key to switch between talking with the original caller and the new caller. Press the CONNECT key to complete the conference. Repeat for additional parties (up to 6 parties allowed).
TO JOIN A CALL	TO USE	Press the CONF key...Press the Key that has the caller you want to connect to your current call...press the CONNECT key. The person on hold joins your conversation.
CALL FORWARD	TO USE	Without lifting the handset...press FORWARD key... Dial number where calls are to be forwarded...press the Done key to activate Call Forward.



TO CANCEL Press the **CheckFW** key...Press the **CancelFw** key. Your

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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 like You 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 <u>Navigation</u> 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.
PERSONAL DIRECTORY (3904 only)	TO STORE	Press the Directory/Log key. Press the Personal Directory key. Press the Add New key, dial the new name using your Keypad, pressing the appropriate key until that letter appears on the display. When complete press the Next key. Use the keypad to enter the desired number. When



complete press the DONE key to save the information.

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TO USE

Press the Directory/Log key. Use the up or down Navigation arrows to highlight the desired name. Press the Dial key.

