



Oberlin College Digital 3903 Telephone Training

GOODBYE	TO USE	Press the GOODBYE key and your call will be silently disconnected.
HOLD	TO USE	Press the HOLD key...return to 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, 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.





Oberlin College Digital 3903 Telephone Training

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

TO USE Lift handset...hear dial tone.... press the **CALL PICKUP** 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 you

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.

