Basic phone Features, Transferring a Call, Making Conference Calls, Using Speed Dial, Using Call Forward, Viewing and dialling calls, adjusting the volume, changing the ring type

Basic phone Features

To place a call:
- Lift handset and dial number OR
- Press the Line button for your extension, then dial OR
- If you are using a headset, press the Headset button, then dial

To answer a call:
- Lift handset OR
- If you are using a headset, press Headset button. If necessary, press the Line button that is flashing to indicate an incoming call

To end a call:
- Hang up the handset OR
- If you are using the speakerphone, press the End Call soft key OR
- If you are using a headset, press the Headset button or End Call soft key

To transfer a call:
1. During a call, press the Transfer soft key. This automatically puts the call on hold
2. Dial the number you require
3. If you wish to announce the call, wait for the third party to answer then press the Transfer soft key.
4. If not, press the Transfer soft key and hang up the handset

If a transfer fails (extn doesn’t answer or is busy, or diverts to voicemail):
1. Press the End Call soft key to disconnect the extension you originally dialled
2. Press the Resume soft key to return to the original call

To put a call on hold:
1. Press the Hold soft key
2. To return to the call, press the Resume soft key
3. If multiple calls are on hold, use the Navigation button to select the desired call before you press Resume

To place a conference call:
1. During a call, press the More soft key
2. Press the Confrn soft key to open a new line and put the first party on hold
3. Place a call to another number (dial 0 if it is an external call)
4. When the call connects, press Confrn again to add the new party to the call

Call pickup (answer a ringing phone in your group):
1. Lift the handset
2. Press the PickUp soft key
3. Press the Answer softkey

To forward all calls to voicemail or another number:
1. Press the CFwdAll soft key, you will hear two beeps
2. Enter the number you wish to forward all of your calls to OR
3. Press the Messages button to forward all calls to voicemail
4. An animated phone icon flashes in the upper-right corner of your LCD screen
5. To cancel call forwarding, press the CFwdAll soft key

To cancel the most recent number:
1. Press Redial soft key

To view missed/received/placed calls:
1. Press the Directories button.
2. Press 1, 2 or 3

Choose the number you wish to call and press the Dial soft key

Phone Options and Settings

To adjust the ring volume:
1. Do not lift handset
2. Press +/- key to adjust ring volume

To adjust the caller volume:
1. While on a call
2. Press +/- key to adjust volume
3. Press the Save soft key if you want to keep this volume for future calls

To change the ring type:
1. Do not lift handset
2. Press the Settings button
3. Press 1 for User Preferences
4. Press 1 for Ring Type
5. Press 2 and Select the extension number you wish to set ring type for
6. Use Navigation key to access ring tones
7. Press Select to choose ring tone
8. Press OK to save ring tone
9. Press Exit twice to exit Settings menu
User Options Web Pages

Use the web page to do the following:
- Assign personal speed dial buttons
- Manage call forwarding

To access the main menu:
1. Use a web browser to access web address https://ccm-pub.curtin.edu.au/ccmuser
2. Enter your User ID i.e. Curtin Username
3. Enter your network password

To assign personal speed dial buttons:
1. Choose Add/Update Your Speed Dials
2. Enter a phone number (including 0 for outside line) and label for each available speed dial number.
3. Click on Update at the bottom of the page

To Access Personal Speed Dials:
1. Do not lift handset
2. Press the Speed Dial number according to your list
3. Press soft key labelled Abbr Dial

To manage call forwarding using web page:
1. Select Forward all calls to a different number
2. Check the box labelled Forward incoming calls
3. Choose voicemail or enter a new number (include a 0 if the number is external)
4. Click on Update

Useful buttons on 7945 and 7965

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line or speed-dial button</td>
<td>Opens a new line, speed-dials a phone number, or ends a call. The 7945 has two line buttons, and the 7965 has six line buttons.</td>
</tr>
<tr>
<td>Directories button</td>
<td>Provides access to phone directories.</td>
</tr>
<tr>
<td>Settings button</td>
<td>Provides access to phone settings such as display contrast and ring type.</td>
</tr>
<tr>
<td>Speaker button</td>
<td>Toggles the speaker on and off.</td>
</tr>
<tr>
<td>Mute button</td>
<td>Toggles mute on and off.</td>
</tr>
<tr>
<td>Headset button</td>
<td>Toggles the headset on and off.</td>
</tr>
<tr>
<td>Volume button</td>
<td>Increases or decreases handset, headset, ringer, or speakerphone volume.</td>
</tr>
</tbody>
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<tr>
<td>Services button</td>
<td>Provides access to phone services.</td>
</tr>
<tr>
<td>Messages button</td>
<td>Provides access to voicemail.</td>
</tr>
<tr>
<td>Navigation button</td>
<td>Scrolls through text and selects features that are displayed on the LCD screen using the central Select key.</td>
</tr>
</tbody>
</table>

User Notes