



**Warning:** Do not unplug, remove or change the location of IP phone yourself. Otherwise, network interruption may be resulted. Please call our CCSD Technology Department, or do a [SherpaDesk](#) ticket.

<b>Your Phone number (4-digit extension)</b>	4-digit extension number shown by your name on the LCD screen.
<b>Place an internal call</b>	Uplift the handset and dial a 4-digit internal extension number. (Press a button to open a line and dial a 4-digit internal extension number for hands free conversation.
<b>Place an outside call</b>	Uplift the handset and dial '9' and then the 10-digit telephone number. <b>Example:(541) XXX-XXXX</b>
<b>Forward all calls to another telephone number when you are not in your office</b>	To forward all calls to an internal extension, press the CFwdAll soft key as displayed along the bottom of the LCD screen. After hearing two beeps, press a 4-digit internal extension number. (Note that unanswered calls are sent to voice mailbox of the original number) (To forward all calls to an external telephone number, press the CFwdAll soft key. After hearing two beeps, press '9' and telephone number. (Note that unanswered calls are transferred to the external phone number and voice messages are recorded in voice mailbox of the external phone number, if any) To cancel the forwarding feature, press the CFwdAll soft key.
<b>Access voice mail</b>	The red light on the handset lights up when you have voice mail messages and the LCD displays the number of message you have received. Press the message (envelope) button to access the message system and follow the voice instructions. Press a button to open a line and dial 'your pin number' to access the message system and follow the voice instructions. (When you are out of office, mobile, home, non-Cisco locations): 1. Dial your DID, your buildings main number OR Dial 541-693-5799 2. Press * 3. Enter your User ID (aka extension) 4. Enter your PIN
<b>Transfer a call</b>	<ol style="list-style-type: none"> <li>1. Press the more soft key until the Trnsfer soft key is shown.</li> <li>2. Press the Trnsfer soft key. This places the call on hold (Press the EndCall soft key and then the Resume soft key to return to the original call).</li> <li>3. Press a 4-digit internal extension number to transfer the call to this internal extension.</li> <li>4. When it rings on the other end, press the Trnsfer again.</li> <li>5. Hang up if handset is used.</li> </ol>
<b>Place a conference call</b>	<p>During a call, to place a conference call:</p> <ol style="list-style-type: none"> <li>1. Press the more soft key until the Confrn soft key is shown.</li> <li>2. Press the Confrn soft key. This will put the other party(ies) on hold and open a new line.</li> <li>3. Dial to another party you invite to the conference.</li> <li>4. When the call connects, press the Confrn soft key again to add this party to the conference.</li> </ol>
<b>Access the corporate directory</b>	<ol style="list-style-type: none"> <li>1. Press the (book) button.</li> <li>2. Use the button to select the Corporate Directory.</li> <li>3. Press the Select soft key to display the directory search options.</li> <li>4. Use the button to choose search options: First Name, Last Name and Number.</li> <li>5. Use number buttons in the dialing pad to enter a name or a number to find it in the directory.</li> <li>6. Press the Search soft key.</li> <li>7. Use the button to select a number from the directory.</li> <li>8. Press the Dial soft key to dial the number. To enter any letter on your LCD screen, use a corresponding number key. Press the key one or more times to display a particular letter. For example, press the 2 key one time for 'A', twice quickly for 'B' and three times quickly for 'C'. After you pause, the cursor automatically advances to allow you to enter the next letter. Press the &lt;&lt; soft key if you make a mistake. Press the 1 key one time for a space character.</li> </ol>
<b>Change your greeting</b>	Press the message (envelope) button to access the message system and follow the voice instructions to setup mailbox options.