

Available Voicemail Options

Voice Mailbox Main Menu

- 1 Hear New Messages
- 2 Record New Message
- 3 Hear Other Messages
- 4 Change Personal Options
- 7 Transfer to Another Mailbox

1 Hear New Messages

- 1 Voice Messages
 - 1 Skip Back
 - 3 Skip Forward
 - 7 Delete
 - 9 Save
 - # Skip
 - * Pause
- 6 Old Messages (See 3)

2 Record New Message Menu

- 1 Pause Recording
- # End Recording
 - 1 Review Recording
 - 2 Append/Resume
 - # Accept Recording
 - * Erase and Re-record
- # Send Message

3 Other Messages Menu

- 1 Old Messages
 - 1 Hear Old Voice Messages
(See Hear New Messages for options)
 - 6 Hear New Messages
- 2 Hear Deleted Messages (only during current login)
- 3 Hear Future Messages

4 Change Personal Options

- 1 Personal Greeting
- 2 Change Password
- 3 Manage Distribution Lists
- 4 Record Name
- 6 Other Greetings
 - 1 Extended Absence
 - 2 Internal Caller
 - 4 After Hours
- 7 Manage Notification
 - 1 Set Phone
 - 2 Set Numeric Page
 - 3 Set Text Page
- 8 Manage Message Playback
 - 1 Toggle Date/Time Info
 - 2 Toggle Sender Info
 - 3 Toggle AutoPlay

To transfer a call directly to voicemail, press **Transfer**, then dial 2-2111. Press **[*][*]**, then dial the 5-digit phone number to which you wish to forward the call.

Updates to your IP Phone

From time to time, NSIT will perform maintenance on your IP phone, which may reset your phone.



Help

Press the *Applications Menu* button, then press 5 to get details about your IP Phone and its features.

Questions or Comments

773-702-9100, option 4
29100@uchicago.edu

For more details about your IP phone, see

<http://nsit.uchicago.edu/ipphones/>

For more details about voicemail, see

<http://nsit.uchicago.edu/vmail/>

IP Phone and Voicemail Guide



M O D E L
7911

Place a Call

Internal Calls

Dial the 5-digit extension.

Local Calls

Dial 9 + 1 + area code + 7-digit phone number.

Long Distance Calls

Dial 8 + 1 + area code + 7-digit phone number.

After the tone, enter your 6-digit authcode.

General Information

Your voicemail box is your 5-digit phone number.

Help: nsit.uchicago.edu/vmail

Check Voicemail Messages from your Phone

1. Press **Msgs**.
2. Enter your password and press #.

Check Voicemail Messages from Another Phone

1. Dial 2-2111 or 773-702-2111.
2. Enter your 5-digit phone number and press #.
3. Enter your voicemail password and press #.



Primary Features

Note: Your IP Phone uses softkeys for accessing call features and options. Softkeys change according to the state of the phone.

Transfer

1. To transfer a call, press **Transfer**.
2. Enter the number. Announce the call (if desired) and hang up or press **Transfer**.

Redial

To redial the last number, lift the handset and press **Redial**.

Hold

To place a call on hold, press Hold. To retrieve a held call, press Hold [button image] again. If multiple calls are on hold, use **Navigation** to select the correct call before pressing Hold [button].

Forward

1. To forward a phone line, press **More**, then press **CFwdALL**.
2. Dial the number to which you want to forward your calls.
3. Hear confirmation tone and see flashing arrow in top right corner of phone and "Forwarded to XXXXX" in bottom left corner.
4. To cancel call forwarding, press **CFwdALL**.

Conference

1. To make a conference call during a call, press **More** and then press **Confrn**. (This opens a new line and puts the first party on hold.)
2. Place a call to another number.
3. When the call connects, press **Confrn** to add the new party to the existing call with the first party.

Answer a Second Incoming Call on the Same Line

1. Press **Answer**. This automatically places the first call on hold.
2. To go back to the first call, press Hold [button] to place the second caller on hold, then toggle the arrow key to select the first call and press Hold [button].

Call Log

1. To view your call logs, press Applications Menu.
2. Select Directories using **Navigation**, and pressing **Select**, or by pressing 2.
2. Select a call log using **Navigation** to go to the desired selection and pressing **Select**, or pressing the number associated with the desired selection.
3. To view the details of the call, press **More**, then press **Details**.
4. To dial, scroll to the number you want to dial and either edit the number for appropriate dialing using **EditDial** (i.e., add digits for outside call or delete digits for inside call) or go off-hook by picking up the handset.

IP Phone Model 7911



Based on the configuration of your phone, your softkey buttons may differ from another phone. The images on the right show how softkeys change according to the state of the phone.



Phone On-hook

Phone Off-hook, taking a call.