
Forward all calls

- * Press the **CFwdALL** soft key.
- * Dial the number you wish to forward all your calls to.
- * The phone display will be updated to indicate that calls will be forwarded.
- * To cancel call forwarding press the **CFwdALL** soft key.

Place a Conference Call

- * During a call press the **More** soft key and then the **Confrn** soft key.
- * Dial the number you wish to join the call. When the call connects press the **Confrn** soft key again.

**In Case of an
Emergency:
Dial 911**

To Contact the Campus Security Office

Round Rock: 14200
(512) 341-4200

Bryan: 69000
(979) 436-9000

Houston (Alkek): 77464
(713) 677-7464

**To Dial an
Outside Line:
Dial "8" then the
number**

Texas A&M Health Science Center
Office of Information Technology
Help desk: 800.799.7472
Helpdesk@tamhsc.edu
<http://it.tamhsc.edu>



Cisco IP Phone Quick Reference Guide



*See reverse side for important
information.*

Texas A&M Health Science Center
Office of Information Technology
Help desk: 800.799.7472
Helpdesk@tamhsc.edu
<http://it.tamhsc.edu>


Place a Call on Hold

- * Press the **Hold** soft key.
- * To retrieve the call press **Resume**.

Transfer a call

- * During the call push the **Transfer** soft key. This places the call on hold.
- * Dial the number to which you wish to transfer the call.
Note: To cancel the transfer press **End Call** then the **Resume** soft key.
- * There is also the option of making a "blind" transfer. To make a blind transfer, press the **Transfer** soft key as soon as you hear the line ringing.

Mute a call

- * During a call, press the **Mute**  button. It will automatically light. This indicates that the other party cannot hear you.
- * To deactivate the mute function press **Mute** again.

Place a Call from your Corporate Directory


- * Press the **Directories**




button then press **5**.

- * Press the **up** and **down** buttons to navigate to select the Last, First, or Number fields search option.
- * Using the dial pad, enter the last name or first name for the entry.
- * Press the **Search** soft key to find your selection.
- * Use the navigation button to select the correct number. Then press the **Dial** softkey.

Configuring Voicemail

- * Press the **Message**  button. You will be asked for your password. Enter 1234567.
- * Follow the voice instructions to set up your personalized greetings and to change your password.

Retrieve Voicemail Messages

- * Press the **Messages**  button and follow the voice instructions.

Retrieve Voicemail from An outside line

- * Dial your number. When your voicemail picks up press *****.
- * Enter your 5 digit extension then press **#**.
- * Next, enter your pin, then press **#**.

Forward calls to voicemail

- * Press the **CFwdALL** button then the **Message** button.
- * To cancel the forward press **CFwdALL**.