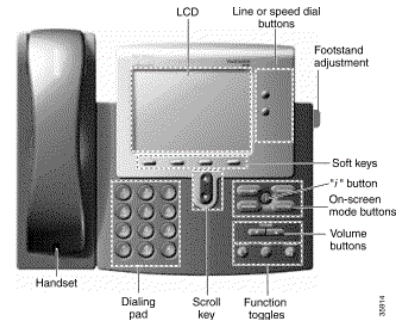


# Phone Tips #1

## To call another phone inside the district:

1. Press \* and then the extension and the call will automatically go to voice mail
2. Press just the extension and the phone at the other end will ring.



## To change how your phone rings:

3. Leave the handset on the phone.
4. Press the **Settings** button on the lower right quarter of the phone.
5. Press the down arrow on the elongated button in the middle of the phone to scroll down to "**Ring Type.**"
6. Press the **Select** button at the bottom of the screen. All ring types will be displayed.
7. Use the arrow button to scroll down through the list of choices.
8. To hear the sound of a particular ring, press the **Select** button to highlight it and press the **Play** button at the bottom of the screen.
9. When you have selected your favorite ring, press the **OK** button at the bottom of the screen OR press the **Cancel** button to return to the **Settings** screen.
10. Press the **Exit** button at the bottom of the screen to exit the **Settings** screen.

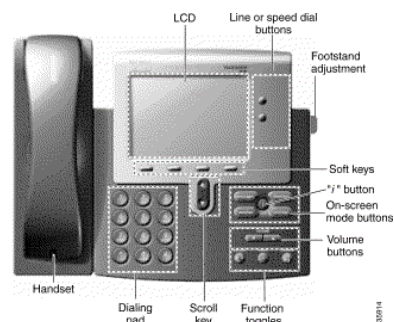
## To transfer a call to another phone:

1. Press the **Transfer** button at the bottom of the screen.
2. Press the numbers of the extension to which you want to transfer the call.
3. The other person's phone will ring. When that person answers, you can announce the caller. The caller cannot hear you either of you at this time.
4. Press the **Transfer** button again. The call is now disconnected from you (the original recipient) and is now connected to the other person.

## To call someone in the district when you don't know the number:

1. Press the **Directories** button on the bottom right quarter of the phone.
2. Use the elongated arrow button and scroll down to the **Corporate Directory.**
3. Press the **Select** button at the bottom of the screen. A **Directory Search** screen appears. You can search by first or last name.
4. Using the numeric key pad, enter the first or last name of the person. If the letter you want is the first letter on a key, press the key once. If the letter you want is the second letter on the key, press the key twice, and so on.
5. When you are finished entering the name, press the **Search** button near the bottom of the screen.
6. When the name of the correct person appears, pick up your handset and the number will automatically be dialed.

## Phone Tips #2



### To see what calls you missed:

1. Leave the handset on the phone.
2. Press the **Directories** button on the lower right quarter of the phone.
3. On the screen, you will see “**1 Missed Calls.**” With that highlighted, press the **Select** button at the bottom of the screen. All calls you’ve missed will be displayed.
4. Press the arrows on the elongated button in the middle of the phone to scroll up and down your list of missed calls.
5. Press the **Exit** button at the bottom of the screen to return to the Directory screen.
6. Press **Exit** again to return to your normal screen.
7. If you follow these steps with the handset in your hand, the phone will actually call the first missed number displayed on the screen.

### To return a call that you missed:

1. Leave the handset on the phone.
2. Press the **Directories** button on the lower right quarter of the phone.
3. On the screen, you will see “**1 Missed Calls.**” With that highlighted, press the **Select** button at the bottom of the screen. All calls you’ve missed will be displayed.
4. Press the arrows on the elongated button in the middle of the phone to scroll up and down your list of missed calls and highlight the number for the call you want to return.
5. If it is an **in-district number**, pick up the handset and your phone will dial the number.
6. If it is an **out-of-district** number but still a local call, press the **EditDial** button at the bottom of the screen. The number will appear in the middle of the phone screen with the area code.
7. To take off the area code, press the **>>** button at the bottom of the screen 3 times to advance past the area code.
8. Press the **<<** key 3 times to delete the area code.
9. Type a **9** and then pick up the handset.

### To see the phone numbers of the calls you have received:

1. Follow the instructions above, but instead of selecting “Missed Calls” select “Received Calls.”

### To answer a second call when you are already on the phone:

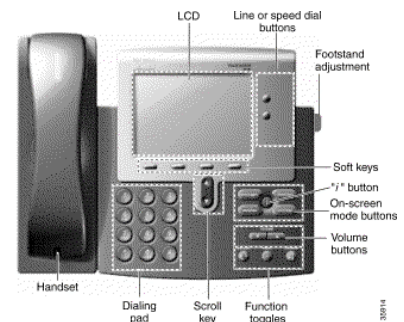
1. Use the scroll key (with arrows on it) to select the second call. Do not use the line buttons on the right edge of the phone.



## Phone Tips #3

### Voice Mail

1. Voice mail messages can be checked on your phone or your Outlook mail.
2. You can tell that you have a voice mail message when the red light on the receiver is lit.



### To set up your voice mail:

3. Press the **Messages** button on the lower right quarter of the phone.
4. If you're setting up your voice mail for the first time, you will be asked for a password. The default password is 12345. You will then be asked to enter a new password. Decide on one you can remember and then write it down in a secure place. You will need this password to hear your messages.
5. Next, you will be prompted to record a message. Listen to the menus. You can record your message and listen to it. If you don't like the way it sounds, you can record it as many times as it takes to get it the way you want it.

NOTE: Your password will eventually expire. When it does, you will be asked to enter a new password.

### To hear your voice mail messages on your COMPUTER:

1. When you have voice mail, the red light on your handset lights up. You will also see a new email in your Inbox in Outlook. It will show up as **Unity Messaging System** in the From column in your email.
2. Double click on the **Unity Messaging System** email. Notice that the phone number of the person who called you is displayed in the **Subject** line.
3. A regular email screen opens. Double click the **Voice Mail Message** attachment near the top portion of the screen.
4. Make sure your computer speaker volume is turned up. Listen to your message.
5. Then click the **X** to close the window.
6. Click the **X** again to close the email.

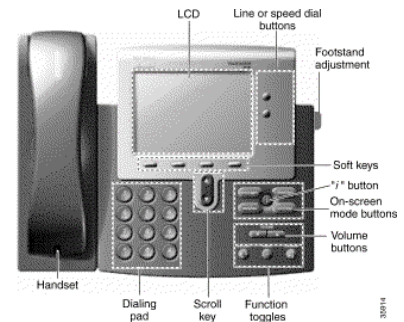
### To hear your voice mail messages on your PHONE:

1. When you have voice mail, the red light on your handset lights up.
2. Press the **Messages** button on the lower right quarter of the phone.
3. Enter your password.
4. Pick up the handset.
5. Press 1 to listen to your messages.
6. After listening to your message, press 2 to save the message, press 3 to delete the message, or listen to the rest of the options.

## Phone Tips #4

### To check your messages from home:

1. Dial **903-6424** and then press the asterisk button.
2. When asked for the extension, key in your 4-digit phone extension number and press the # key.
3. You will be asked for your password. Key it in and then press the # key.
4. The recording will then tell you how many messages you have. Press 1 to hear your new messages.



### To change your voice mail message from home:

For example, if you are out sick and want your message to reflect that, you can call in and record an alternate greeting.

1. Dial **903-6424** and then press the asterisk button.
2. When asked for the extension, key in your 4-digit phone extension number and then press the # key.
3. You will be asked for your password. Key it in and press the # key.
4. The recording will then tell you how many messages you have and then will give you options. Press **4** for setup options.
5. When prompted, press **1** to change your greeting.
6. You can keep your original greeting and keep recording new alternate greetings.

**These tips are available on the TM web site:**

[www.tmsd.esc2.net](http://www.tmsd.esc2.net)

Technology → Technology Tips → Cisco IP 7940 Phone Tips