Using Your Calvin Telephone

Please call the HelpDesk x6-8555 if you experience problems with your Calvin-owned telephone.

Calvin supports three different phone sets

- 8 Button Digital Phone (Model 6408)
- 16 Button Digital Phone (Model 6416)
- 24 Button Digital Phone (Model 6424)

For specifics on your phone and additional features please go to
ttp://www.calvin.edu/it/services/telecom/tc_user1.htm

Speakerphone: To place or answer a call using the speakerphone

1. Press **<Spkr>**.
2. Place or answer a call, or access the selected feature.
3. Adjust the speakerphone volume if necessary
4. To change from the speakerphone to the handset:
5. Pick up the handset and talk.
6. To change from the handset to the speakerphone:
7. Press <Spkr>.
8. Hang up the handset within 10 seconds.
9. To prevent the other party from hearing you:
10. Press <Mute>.
11. Press <Mute> again to resume speaking to the other person.
12. To end a call when using the speakerphone:
13. Press <Spkr> again.
14. To use the handset and speakerphone simultaneously:
15. While you are active on the handset, press <Spkr>.

Transfer: To send the present call to another number

1. Press **<Trnsfr>** while on a call.
2. When you hear the dial tone dial the number to which the call is to be transferred.
3. You will hear a ringback tone
4. Remain on the line and announce the call. Press **<Trnsfr>** again.
5. Hang up.
6. If the line is busy or there is no answer, return to the call on hold by pressing its call appearance button.

Send Calls

To temporarily send all calls to your voicemail

1. You do not need to pick up the handset simply press **<Send Calls>** or press ***3**.

To cancel Send All Calls

1. You do not need to pick up the handset simply press **<Send Calls>** again or press **#3**.

Conference: To add up to 6 additional parties to your call

1. Pick up the receiver and dial the phone number of the attendee #1.

2. Once you have made a connection with attendee #1 press the **<Conf>** button on your phone. Attendee #1 is put on hold and you will hear a dial tone. Dial the phone number of the second attendee.
3. Once you have made a connection with attendee #2 press the **<Conf>** button on your phone to join all three in the conference.
4. Repeat these instructions to join up to six people in your conference call.
5. Press **<Conf>** to join all the attendees.

Call forwarding

To activate Call Forwarding

1. You do not need to pick up the handset simply press ***2.** You will hear a dial tone.
2. Dial the extension or where calls are to be sent. You will hear a confirmation tone. (beep, beep, beep)
3. Hang up.

To cancel Call Forwarding:

1. You do not need to pick up the handset simply press **#2.** You will hear a dial tone.

Msg Drop: To transfer a call directly to another person's voicemail

This feature must be programmed by Calvin Telecom. Please call the HelpDesk at x6-8555 to make this request.

1. While on a call press **<Trsnfr>**
2. Press **<Msg Drop>** (if available)
3. Wait until you hear the automated attendant.
4. Dial the extension and press # then quickly press **<Trsnfr>** again

Hold

To put a call on hold

1. Press **<Hold>.**

To return to the call on hold

1. Press the call appearance button of the call on hold.

To answer a new call while active on another

2. Press **<Hold>** to put the current call on hold. (You'll see a fast flashing green light.)
3. Press the call appearance button of the incoming call. (You'll see a steady flashing green light.)

Directory: Finding a name in the directory

1. Press the **<Menu>** button. This activates a menu in the display window.
2. Press the button directly under the word **Dir**
3. Key in the selected name using the dial pad: last name, comma (use *), first name or initial.
4. Press the **<Next>** button for each successive directory name you wish to see.
5. To search for a new name, press the **<Menu>** button then repeat steps starting at 2.
6. When you are ready to exit the directory, press the **<Exit>** button.
7. To place a call to the name displayed on the directory:
8. Pick up the handset.

9. While the name is shown, press **<Call Displayed Number>** (if available) or press the **<Exit>** button and then dial the number using the dial pad.
   Note: This feature must be programmed by Calvin Telecom. Please call the HelpDesk at x6-8555 to make this request.

Exit

1. To exit any display feature press the **<Exit>** button.

Select Ring: To select a personalized ring

1. You do not need to pick up the handset simply press **<Conf>**.
2. Continue to press (and then release) **<Conf>** to cycle through all eight ringing patterns.
3. If you want to save the ringing pattern currently being played, do not press <Conf> anymore. You will hear the selected ringing pattern two more times, after which it is automatically saved.
4. You will hear a confirmation tone. (beep, beep, beep)