



TELEPHONE & VOICEMAIL USER GUIDE



9641 HANDSET



These icons are displayed on the phone screen:



Ringng indicates an incoming call is arriving on this line.



Active indicates the line is in use.



On Hold/Hold indicates a call is on hold on this line.
Or that this line's call was put on hold pending a conference or a transfer.



Missed Calls precedes the number of missed calls in the call log.

Call Forward is active.

Home

Description/Actions

World Clock

Buttons	Description/Actions
N/A	c46(ont 736(a) 0. 0/216i 736(.2. 22.56 2 14.8re 53(c)C 0 scn.067 ELBodyC ET /TD438.32 555.62 0)Tj EM-re 53(>> N/A 1732 BDC [(0 736(o) 0.u17(56(h on/216 0/2166(c42(een t 736(o 48 0.m0/216ak0/216e 48 0.y)4(ou48 1)6(c)1(on

Soft K eys	Description/Steps
REDIAL	<ul style="list-style-type: none"> • Touch “Redial” soft key (phone can be set to re-dial last number called OR display list of last 6 numbers dialed). • If list is displayed, use arrow keys to highlight number and press “OK” key to call OR touch appropriate line button.
SEND ALL	<p>To divert all calls to your cover path (e.g. Voicemail).</p> <ul style="list-style-type: none"> • To activate press “Send All ” soft key. • To deactivate press “Send All ” soft key.
HOLD	<ul style="list-style-type: none"> • Press the “

Additional Feature Buttons (where programmed)

TEAM BUTTON

The TEAM button has a number of functions:

- Display: Shows when the monitored extension is active on a call.
- Notify/Pickup: The TEAM button will ring when there is an incoming call to the monitored extension. Pressing the TEAM button once will display the incoming caller, pressing again will answer the call.
- Call: When the TEAM button is pressed, it acts as a speed dial to call the extension.

Note: you can change the display name of this button through “Options & Settings – Application Settings – Personalise button labels ”

BUSY

The “Busy” button shows when the monitored extension is active on a call. When the “Busy” button is pressed, it acts as a speed dial to call the extension.

Note: you can change the display name of this button through “Options & Settings – Application Settings – Personalise button labels”

AUDIX

Setting up Your Audix Voice Mailbox

ACCESSING YOUR VOICE MAILBOX:

- Press the “Message” button on your phone
- When prompted, enter your mailbox (extension) number then press #
[If you're at your phone you don't have to enter your mailbox number]
- When prompted for your password, enter “12121” then press #.

RECORDING YOUR NAME:

- If you wish you can re-record your name instead of using the system voice. Choose option 5 from the main menu and option 5 again.
- Follow the prompts to record & save your name recording.

RECORDING YOUR PERSONAL GREETING

- Press 3 to “Administer Personal Greetings”
[you will hear that “For all calls the system greeting is active”]
- Press 1



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