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GENERAL USER INFORMATION FOR CISCO 7905/12

VOICE MAIL SETTINGS AND OPTIONS

MAIN NUMBER: [ ]

VOICE MAIL ACCESS #: [ ]

USER DID: [ ]

VOICE MAIL PW: [ ]

Answer Call: When you hear your phone ring and see the red light flash on your handset, answer the call by picking up the handset. (The 7905/12 phones do not have a speaker phone)

Answer Second Call: To answer a second call without ending the current call, press the "Answer" softkey. The first
(Call Waiting) call is automatically placed on hold and you are connected to the second call.
NOTE: If you do not answer the second call, it is sent to the programmed destination for unanswered calls, which is usually your voice mail mailbox.

Reconnect First Call: Pressing Hold ◎ will switch you between the two calls with each button press. To end either call, press EndCall while connected to the party you no longer wish to speak to.

Transfer a Call: • Press the "More" softkey then press the "Trnsfer" softkey.
• The caller is put on hold, dial the number to which you want to transfer the call.
• If the party answers, you may announce the caller and then hang up to complete the transfer; or retrieve the call by scrolling back to the caller and press the Resume softkey.
• If the party is not available, hang up and the caller will be transferred.

Make Conference Call: • Make a call or be engaged in a call.
• Press the "More" soft key.
• Press the Conference (Confrn) soft key. The call is placed on hold and you hear dial tone.
• Dial the number of the person that you want to include in the conference. When the person answers, inform the party about the conference and then press the more soft key, then the "Confrn" soft key to add that party into the conference call.

NOTE: If you get a called party's voice mail, press the EndCall Softkey then the Resume soft key to cancel the addition.

Forwarding all Calls: • On the 7905 and 79412, press the "CFwdAll" softkey and enter the extension or telephone number you want your calls to be forwarded to and press "End Call" softkey.
• To remove forwarding, press the "Forward" soft key and then press "End Call" softkey

Using the Directory: • Press the Menu ⊕ button. Then scroll to #2 Directories
• Use the scroll key to select the desired call history option: Missed Calls, Received Calls, Placed Calls or Speed Dial.
• Press the "Select" soft key to display the call history list.
• If desired, use the scroll key to select the desired call.
• Press the Dial soft key to speed dial a number from the call history list.

NOTE: You might need to use the EditDial soft key to add digits to the front of the number. For example, if the call was from an outside, long-distance caller, you need to add the digit "1" to the front of the number.

VOICE MAIL MAIN MENU

(1) Play Inbox Message

(2) Play Saved Message

		Controls While Listening to Msg	
(2)	Reply to Message	(7)	Rewind
(3)	Dial Back Originator	(8)	Pause/Unpause
(4)	Delete Message	(9)	Fast Forward
(5)	Save Message	(99)	Skip to End
(6)	Forward	(*)	Skip to Previous Menu
(7)	Repeat Msg, during play	**(NOTE)** If you are listening to the introductory message and you press *, you will exit from the voicemail.	
(8)	Skip Msg, (#, during play)		

(3) Change Password — — → Enter New Password and press #

(4) Play Personal Greeting →
(1) Playback No Answer
(2) Playback DND
(3) Playback Busy

(5) Record Personal Greeting →
(1) Record No Answer
(2) Record DND
(3) Record Busy
(4) Replace w/Default Msg

(6) Access Personal Dist Grps →
(1) List of all Dist. Groups
(2) Edit Dist. Groups
(3) Creat Dist. Groups
(4) Delete Dist. Groups

(1) List of Members
(2) Add Member
(3) Delete Member
(4) Hear the Group Name
(5) Change the Group Name

(7) Compose Message — — → Enter ext #'s follow by # → Record Message →
(1) Send
(2) Change
(3) Review
(9) Send as Urgent

(8) Manage Custom Operator — — →
(1) Change Custom Op.
(2) Default Operator

(*) Return to Exit Voicemail