#### Transferring Calls

- 1. Press Transfer. The current call is put on hold.
- Dial the number for the transfer, Alternatively, press Directory to select a destination from the Directory, or press Redial if applicable.
  - To complete a warm transfer, press Complete after the call has been answered.
  - To complete an cold transfer, press Complete while the call is still ringing.
  - If the transfer destination does not answer or does not want to acept the call, press Cancel.

#### Parking a Call

In lieu of transferring a call, you can simply park it on a special number

- I. Use the up/down keys to scroll to the second menu screen.
- 2. Press Call Park, listen for the triple-beep, and hang up.
- · Your Call Park button will display a green light.

To retrieve a parked call:

- 1. Use the up/down keys to scroll to the second menu screen.
- 2. Prous Call Ungark:
- 3. Dial the extension of the phone that parked the call.

#### Adding a New Contact

- 1. Press the CONTACTS button.
- To add a contact, press New. To edit a contact, highlight it and press Edit.
  - Use the ug/down keys to switch between number and name entry.
  - When the name and number have been entered as required, press Save.

#### Add a Contact from Your Call History

You can add a name and number shown in your call history to your personal contacts.

- Press the HISTORY button. Use the left/right keys to select which calls are shown: All, Outgoing, Incoming or Missed.
- 2. Use the up/down keys to scroll through the records.
- 3. Press More and then press \*Contact.
- Use the up/down keys to switch between the name and number details for the new contact.
- When the name and number are set as required, press.Save.

#### **Program Speed Dial Numbers**

- Use the up/down keys to soroll to the third menu screen.
- 2. Press the Abr Program key:
- 1. Press the Line Button you wish to program.
- 4. Enter the phone number using the dol pad.
- S. Press R.
- 6. Press the Phone button to return to your home screen.

#### Voicemail

Both the MESSAGE button and the Message Waiting Indicator on your phone (top-right corner) will light up when you have new messages.

#### **Checking Messages**

- Press the MESSAGE button.
   NOTE: To access another number's voicemail, press \*\* followed by the 5-digit extension.
- Enter your voicemail pissword when prompted, and press #.
   NOTE: The default voicemail password is 2676335
  - To play messages, peets 1.
  - To skip to the next message, press #.
  - To play messages, press 1.
  - · To defete your message after playback, press 7.
  - To save your message after playback, press 9.

For additional Voicemail options, please visit https://reyvoicemail.med.cornell.edu, and log in with your voicemail login (5-digit extension) and password.

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For support, contact the ITS Service Desk using these methods:

#### Myhlelpdesk

Visit myhelpdesk med.comell.edu to open and track a new case.

#### Email

support@med.cornell.edu

#### Phone

212-746-4878

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