



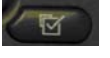
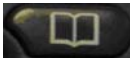





Common CSUCI Phone Features...

1. **Old Voicemail Messages** – Dial ext 8450 → Press star (*) → Enter your 4-digit extension & Press # → Enter your Password & Press #
2. **New Messages** – Press the Voicemail button  → Select Option 1
3. **Change Voicemail Password** → Press the Voicemail button  → Select Option 4 → Select Option 3 → Select Option 1
4. **Recorded Name** → Press the Voicemail button  → Select Option 4 → Select Option 3 → Select Option 2
5. **Record a Greeting** → Press the Voicemail button  → Select Option 4 → Select Option 1
6. **Voicemail From Home** → Dial Your Number → Press star (*) when voicemail picks-up → Dial your 4-digit Extension then Press # → Enter your Password Then Press #
7. **DND** → Press the DND (DO-NOT-DISTURB) button on the screen main menu to activate
8. **iDivert** → When your phone rings press “iDivert” to send caller to voicemail
9. **CONTRAST** – Press the Settings Button  → *Select Option 1* → Select Contrast → Adjust UP/Down
10. **RING TONE** – Press the Settings Button → *Select Option 1* → Select “Rings” → Scroll Up/Down & Press “Play” to preview ring tone → Press “Select” to pick your tone
11. **Campus Directory** → Press the Directory Button  → Select Option 5 (or 6) → Type First and Last Name → Press “Search”
12. **Call Forwarding** → Press “CFwdAll” on your main menu → Dial the number you wish to have incoming calls forwarded to

13. **Transfer** → Make/Receive a call → Press the “Transf..” button → Enter the phone number you want the call transferred to → Press “Transfer”
14. **Ringer Volume** – Press the (+) or (-) button  on your phone
15. **Conference Call (3 people)** → Make a call → Press the “More” Button on your screen → Press “Conf” → Dial 3rd Persons → Press “Conf” once they answer

