

Information Technologies Infrastructure DotCIO



Dialing Instructions Cisco IP telephone

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|---------------------------------|---|
| To place a campus call: | Dial the 4 digit extension |
| To place a local call: | Dial 9518 the number |
| To place a long distance call: | Dial 91 (area code) number
After the beep enter your 5 digit authorization code
Press # key |
| To place an international call: | Dial 9011 country code, city code, number
Press # key, enter your five digit authorization code
Press # key |
| To call directory assistance: | 9411 |

Frequently used features

Call forward to voice mail

To forward your calls to voice mail
Press the CFwdAll soft key
You will hear 2 beeps
Press your messages button
Hang up.


To transfer a call to voice

Press transfer, you will hear a dial tone
Dial 6006, Press # enter the 4 digit extension
Press transfer, parties are connected.

To cancel call forward

Press the CFwdALL soft key
You will hear 1 beep
Hang up.

Voice Mail access

To access the voice mail system
Press messages  button