

**Information Technologies Infrastructure
DotCIO**



**Dialing Instructions
For Cisco 7821 IP telephone**

- | | |
|---------------------------------|---|
| To place a campus call: | Dial the 4 digit extension |
| To place a local call: | Dial 91 (area code) the number |
| To place a long distance call: | Dial 91 (area code) number |
| 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 Fwd All soft key
You will hear 2 beeps
Press your messages button Hang up.

To cancel call forward:
Press the Fwd Off soft key
You will hear 1 beep
Hang up.



To transfer a call to voice:

Voice Mail access :

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

To access the voice mail system
Press the messages button (located
on the top left).

How to make a conference call:

Dial the phone number. Once the party has answered. Press the  button. You will begin to hear a dial tone. Dial the next party and press the conf button. All parties will be connected. To add more parties. Begin with the  button until all parties are connected.