



Line and feature buttons:

- Green, steady: Active call
- Green, flashing: Held call
- Amber, steady: Private line in use
- Amber, flashing: Incoming call
- Red, steady: Remote line in use
- Red, flashing: Remote line on hold

How do I listen to voice messages?

Press **Messages** and follow the voice prompts. To check messages for a specific line, press the line button first.

How do I view my recent calls?

Press applications . Scroll and select **Recent** then select a line to view.

How do I search for a phone number in the NJIT Directory?

Press , select **Corporate Directory** from the Digital Screen and search by First or Last Name.

How do I redial a number?

Press **Redial** – first button on the left on the screen.

How do I put a call on hold?

Press **Hold** . To resume a call from hold, press **Hold** again.

How do I transfer a call to another person?

From a call that is not on hold, press **Transfer** . Enter the other person's phone number then press **Transfer** again.

How do I add another person to a call (Conference Call)?

From an active call, press **Conference** . Press **Calls**, select a held call, and press **Yes**.

How do I change the ringtone?

Press **Applications** . Select **Preferences > Ringtone**. Select a line. Scroll through the list of ringtones and press **Play** to hear a sample. Press **Set** and **Apply** to save a selection.

How do I forward all calls?

Select a line and press **Fwd All**. Dial the number that you want to forward to, or press Voicemail. When you return, press **Fwd Off**.

How do I switch to Speakerphone or a Headset during a call?

Press **Headset** or **Speakerphone** then hang up the handset.

How do I mute my Audio?

Press **Mute** . Press **Mute** again to turn mute off.

NJIT Voice Messaging Access:

1. Call Cisco Unity
 - a) From your desk phone, dial: **1000** or press **Message** button.
 - b) From another phone within your organization, dial: **1000** or press **Message** button then press **(*)**.
 - c) From outside your organization, dial: **973-596-5500**.
2. If you are calling from another phone within or from outside your organization, press **(*)**.
3. Enter your ID (usually your phone extension, and press **(#)**).
4. Enter your password, and press **(#)**.

The first time you log in you will be prompted to record your name and change your PIN. Enter the number provided by the Telecom department followed by the pound (#) key.

Phone Digital Screen Icons

	Off-hook
	On-hook
	Connected call
	Incoming call
	Missed call
	Received call
	Placed call
	Call on hold/resume call
	Message waiting
	Shared line in use
	Speed dial line
	Line Status indicator – monitored line is in-use
	Line Status indicator-monitored line is idle
	Line Status indicator-monitored line is ringing
	Line Status indicator-Monitored line is in do not disturb (DND)

Softkeys (keys located on the digital screen)

All Calls	Lists all missed, placed, and received calls.
Answer	Answer a call.
Apply	Confirm a ringtone selection. Call Initiate a call.
Callback	Receive notification when a busy extension becomes available.
Cancel	Cancel an action or exit a screen without applying changes.
Clear	Clear all values.
Delete	Delete an entry from Call History.
Del Call	Delete a call from Call History.
Details	Opens the Details for a multiparty call in the Missed, Placed, and Received Call records.
Dial	Dial a selected number.
Divert	Send or redirect a call to voicemail or to a predetermined phone number.
Edit	Modify a name or email address.
EditDial	Modify a number.
Exit	Return to the previous screen.
Fwd All/Fwd OFF	Setup/cancel call forwarding.
GPickup	Answer a call that is ringing in another group or on another line.
Log Out	Sign out of Personal Directory.
Meet Me	Host a Meet Me conference call.
Missed	Open the record of missed calls.
More	Display additional softkeys.