



## A Voice Mail Indicator Light

The Voice Mail Indicator Light, which is located on the back of the handset, will turn red when there is a new message in your voice mailbox.

Keep in mind that with Unified Messaging, the voice mail messages you can listen to from your phone are the same messages that you can listen to from your email. So, if you listen to a message from your email, the voice mail indicator light will turn off on your phone.

**(NOTE:** Some of the options in your Outlook Tools menu can affect the timing between how voice mail messages are handled between your phone and your email. See page **n** of this User Reference Guide for more details on this.

## B Phone Line/Speed Dial Buttons

The 7945 provides direct access to two telephone lines, or a combination of phone lines and speed dials. Most people will only have one of these two buttons activated when they receive their new phone.

- If you handle incoming calls for another person, the second button may correspond to that other phone line.
- Otherwise, you may request to have the other button tied to a speed dial number.

See page **n** of this User Reference Guide for more information on requesting and using a speed dial button.

## C Display Button

Indicates when phone is in power-saving sleep/ inactivity mode (button is lit), and can be used to awaken the display. Inactivity period is configured by the system administrator.

## D Screen Navigation Keys

The Screen Navigation keys can be used to scroll through and interact with menus on the display screen.

Once you have navigated to the desired option using the four arrow keys....



Use the check mark key in the center to select your choice.

## E Soft Keys

There are four interactive soft keys that can be used to guide users through call features and functions. The soft key options change depending on the current action or operation.





## A LCD Screen

The LCD screen displays information such as line/call status, phone numbers, and active soft key descriptions.

## B Foot-Stand Adjustment Button

By pressing and holding in the foot-stand release lever, you can increase or decrease the angle at which the phone is sitting from the surface on which it is resting.

## C Directories button

This button provides the user with access to phone directories. All users will have access to the Xavier directory, which will contain all numbers assigned to Xavier faculty and staff-members who have Xavier-provided desk phones. Xavier-issues cell phone numbers will not be included in this directory.

This button will also provide access to a Personal Directory. The Personal Directory must be accessed using a user id and password that will initially be assigned by the Information Resources department. [More detailed information on the Personal Directory will become available at a later date.](#)

## D Settings button

The **Settings** button provides access to phone settings such as display contrast and ring type,

## E Help button

The Help button activates the Help menu, which allows users to access information on the phone's keys, buttons, and features.

## F Services button

The **Services** button Allows users to quickly access diverse information such as weather, stocks, quote of the day, or any available Web-based information.

## G Messages button

This button provides easy access to the Unity voice-mail system. If press this button from your own Xavier phone, it will automatically recognize the extension you are calling from, and will only prompt you for your password.

To access a different mailbox using this button, when prompted for your password, instead press the "\*" key, followed by the mailbox extension you are trying to access. The system will then prompt you for the password associated with that mailbox.



## (A) Volume button

When the phone is On Hook, this key can be used to increase or decrease the volume of the ringer. When a call is active, pressing this key will change the volume coming across the handset, headset, or speakerphone.

## (B) Headset button

This button is used to activate or inactivate a headset when one is plugged in.

## (C) Mute button

The Mute button can be used to toggle the Mute option on and off.

## (D) Speaker button

This button turns on and off the **Speaker** option on the phone, allowing the user to be heard on a call without using the handset or a headset.



## On Hook Soft Keys

When the receiver is on the hook, the following soft key options are available:

- **Redial**
  - **New Call** — Press to make a new call
  - **CFwdALL** — With the phone on the hook....
- 1) Press the **CFwdALL** key
  - 2) Dial the number to which you want incoming calls forwarded. The display will show "Forwarded to XXXX".
  - 3) To remove the Forward All Calls feature, press the **CFwdALL** key once.

## On a Call Soft Keys

When the receiver is on a call, the following soft key options are available:

### First screen

- 1-Hold
- 2-End Call
- 3-Transfer
- 4-more (takes you to 4th screen)

### Third screen

- 1-Select
- 2-Join
- 3-Direct Traffic
- 4-more (takes you to 2nd screen)

### Second screen

- 1-Park
- 2-Conf
- 3-ConfList
- 4-more (takes you to 3rd screen)

### Fourth screen

- 1-VidMode
- Not Used

## Off Hook Soft Keys

When the receiver is off the hook, the following soft key options are available:

### First screen

- 1-Redial
- 2-End Call
- 3-CFwdALL
- 4-more (takes you to 2nd screen)

### Second screen

- 1-Pick up
- 2-GPickup
- 3-Meet Me
- 4-more (takes you to 1st screen)

## On Hold Soft Keys

When a call is on hold, the following soft key options are available:

### First screen

- 1-Resume
- 2-New Call
- 3-DirTrfr
- 4-more (takes you to 2nd screen)

### Second screen

- 1-Select
- 2-Join
- 3-blank
- 4-more (take you to 1st screen)