Basic Call Functions

Placing a call:
• Lift the handset and dial number or
• Press the NewCall soft key and dial number or
• Press the Speaker button and dial number

Answering a call:
• Lift the handset or
• Press the Answer soft key or
• Press the Speaker button

Ending a call:
• Hang up the handset or
• Press the EndCall soft key or
• Press the Speaker button

Putting a call on hold:
• While on a call, press the Hold soft key
• To return, press the Resume soft key

Transferring a call:
• During a call, press the Transfer soft key
• Dial the number to which you want to transfer the call
• When you hear ringing, press Transfer again (blind transfer), or
  when the Party answers, announce the call and press Transfer
  (screened transfer)
• If the party refuses the call, press the EndCall soft key, then
  the Resume soft key to return to original call
• Hang up

Forwarding a call:
• Press the CFwdAll soft key
• Enter the number to which you want to forward all your calls
  (to forward to voicemail press the Messages button)
• To cancel forwarding, press the CFwdAll soft key

Conference calls:
• During a call, press the More soft key, then the ConFrn soft key
• Dial the number of another person
• When call connects, press ConFrn again to add this person to
  the conference
• Repeat above steps to add more people (max 5)
• If you miss dial, press the EndCall soft key, then the Resume
  soft key to return to original call

Basic Campus Voice Mail

Accessing your mailbox:

From your office phone –
• Dial 6100
• Enter your password

From another PVAMU phone
• Dial 6100
• Press *
• Enter your 4-digit mailbox number
• Enter password

From outside PVAMU –
• Dial your full number Example 936-261-9XXX
• Press * or #
• Enter your 4-digit mailbox number
• Enter your password

Main menu:
1 Review Messages
2 Send Messages
4 Personal Options
5 Restart Session

Reviewing Messages:
9 Save Msg
7 Delete Msg
77 Delete while listening

# Skip
2 Pause
3 Fast Forward
33 Go to end
1 Rewind 10 sec
5 Envelope Info
6 Forward Msg

Record Greeting:
Press 4, then press 3, then press 1, then follow prompts

Record name:
Press 4, then press 3, then press 3, then follow prompts

Changing password:
Press 4, then press 2, then press 1 and follow prompts