Basic Call Functions

Placing a call:
- Lift the handset and dial number or
- Press the NewCall soft key and dial number

Answering a call:
- Lift the handset

Ending a call:
- Hang up the handset or
- Press the EndCall soft key

Putting a call on hold:
- While on a call, press the Hold button
- To return, press the Hold button again

Transferring a call:
- During a call, press the Transfer soft key, the original call is automatically put on hold
- 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 Hold button to return to original call

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 Message soft key)
- To cancel forwarding, press the CFwdAll soft key

Conference calls (3-Way):
- During a call, press the More soft key, then the ConFn soft key
- Dial the number of another person
- When call connects, press ConFn again to add this person to the conference
- If you miss dial, press the EndCall soft key, then the Resume soft key to return to original call

Basic 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

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