DEVELOPMENT GROUP INC

BUILD A BETTER NETWORK

1. **Programmable Button**
2. **Phone Screen**
3. **Foot Stand Button**
4. **Messages Button**
5. **Directories Button**
6. **Help Button**
7. **Settings Button**
8. **Services Button**
9. **Volume Button**
10. **Speaker Button**
11. **Mute Button**
12. **Headset Button**
13. **Navigation Button**
14. **Keypad**
15. **Soft Key Buttons**
16. **Handset Light Strip**

General Calling

Place a Call:
1. Lift the handset
2. Or for speakerphone press **NewCall**
3. Dial target number
4. Hang up the handset or press **End**
5. Use the **Speakerphone** anytime
6. Dial "9" to call outside numbers
7. Internal calls use extension number

Directory:
1. Press **Contacts** button
2. Use Navigation pad , select Corporate Directory
3. Enter First/Last name or Extension

Transfer Calls:
1. Receive call
2. Press **Transfer** button
3. Dial Extention
4. Press **Transfer** button to complete

Transfer Call Directly to Voicemail:
1. Receive call
2. Press **Transfer** button
3. Dial * in front of Extension
4. Press **Transfer** button to complete

Transfer Call With Consultation:
1. Receive call
2. Press **Transfer** button
3. Dial Extension
4. Announce desire to transfer call
5. Press **Transfer** button to complete

Conference Call:
1. Works extactly like Transfer

Voicemail

First Time Set up From Your Phone:
1. Press **Message** button
2. Enter temporary PIN 12345
3. Follow setup instructions

Check Voicemail From Your Phone:
1. Press **Messages** button
2. Enter your PIN
3. Follow directions for options

Access Voicemail From Another Phone:
1. Press the **Messages** button
2. Press * then your extension
3. Enter your PIN number

Access Voicemail From Home:
1. Call direct line
2. Wait for voicemail to pick up
3. Hit * during greeting to interupt
4. Enter your Extension
5. Enter PIN

Voicemail Tips

- Bypass greeting when leaving a message by hitting the # key.

- Speed up messages hit "6"

- Slow down message hit "4"

- Mailbox holds about 15 minutes of messages

Park Vs Hold

- Hold allows you to resume call from your own phone
- Park puts the caller into virtual extensions 7000-7199 that allows a user to pick up a call from any phone

CISCO 7900 SERIES