

Lucent Telephone User's Guide (All Models)

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VoiceMail

Welcome to Audix! The first time you use Audix you must record your name and create a password!

To Log In:

1. ON Premise Dial 2099
OFF Premise Dial 856-794-6700 extension 2099

You may also dial the main school number to access the voice mail system

1. The system will ask for your extension number followed by the # sign.

Note: Teachers will use their voicemail number followed by the # sign It is not the classroom extension number.

2. Enter First Time Password # sign.

Record Name

As you use Audix, your name will be heard by you and other Audix users.

Press 1 Speak your name

Press 1 when finished

Press # to approve

Create Password

You will be required to enter a new password with a minimum of 5 digits followed by the # sign. The maximum length of a password is 15 digits. Reenter your password for confirmation followed by the # sign.

To Create a Personal Greeting

This is what callers will hear when they reach your mailbox.

Press 3 anytime you wish to do anything concerning your greeting

Press 1 to create your greeting

Press 1 to indicate the greeting number you are going to record then speak your greeting

Press 2 then 3 to replay the greeting

Press # to approve

Press 1 to activate for all calls

**X or **9 to hang up.

To Get Messages

1. ON Premise Dial 2099

OFF Premise Dial 856-794-6700 extension 2099

You may also dial the main school number to access the voice mail system

2. Enter your extension or voicemail number then press #.

Note: Teachers will use their voicemail number followed by the # sign It is not the classroom extension number.

3. Enter your Password then press #

You are now Logged in.

Press 2 (You will hear the day, date and time the message was left and the length of the message. If the message is from another extension you will also hear the person's name and extension number) This is the header

To play the message press 0

To listen to header again Press 2 then Press 3

To listen to message again Press 2 then Press 0

To Delete message Press *D

To skip to next message Press #

To forward Press 1 then Press 2 (record your comment) Press # when done recording. Enter the extension numbers you are forwarding to followed by #. Press # when done addressing. Press # to send.

Call Handling Features

Volume Control

The volume control button will adjust three items.

1. If you are not using the telephone, it will adjust how loud or how softly the telephone rings. Press the up arrow to make the telephone ring louder. Press the down arrow to make the telephone ring softer.
2. If you are using the handset or receiver, it will adjust the sound of the incoming voice. The up arrow will make the voice louder. The down arrow will soften the voice.
3. If you are using your speakerphone, the volume control will adjust the sound on the speakerphone. The up arrow will make the sound louder. The down arrow will make the sound softer.

Each item is independent of the other, depending on the device being used. That is what the volume bar will adjust.

Hold

The hold feature puts a call on hold until you can return to it.

To keep a call on hold while you answer another call or perform another task.

Press HOLD. The green light next to held call will blink.

To return to the held call

Press the call appearance button of the held call.

Redial

The Redial (or last number dialed), feature automatically redials the last extension or outside number dialed.

To redial the last number that you dialed.

1. Press REDIAL. The last number you dialed is automatically redialed.

Note: The redialed number can be an outside number, an extension, or a trunk or feature access code.

Transfer

The Transfer feature allows you to transfer a call from your telephone to another extension or outside number, if allowed.

To send the present call to another extension or outside number

1. While on a call, press TRNSFR. (Dial Tone). Present call is put on hold, and the green light next to the held call blinks. You are given a new call appearance.
2. Dial the number to which the call is to be transferred.
3. Remain on the line and announce the call; if the line is busy or if there is no answer, return to the held call by pressing it's call appearance button.
4. Press TRNSFR again. Call is sent to the dialed number.
5. Hang up.

Test

The Test feature allows you to test the lights and display on your telephone.

To test the lights and display on your telephone

1. While on hook, press and hold down TRNSFR (TEST). Lights go on in columns, and the display segments fill in.
2. To end test, release TRNSFR (TEST). Lights return to normal operation.

Note: If the lights or the display segments do not respond during the test, notify your system manager.

Conference

The conference feature allows you to conference up to six parties (including yourself) on a call.

To add another party to a call (for a total of six parties)

1. Press CONF. (Dial Tone) Present call is put on hold; you are given a new call appearance.
2. Dial the number of the new party and wait for an answer.
3. When you want to add the new person, press CONF again.
4. Repeat steps 1 through 3 for additional conference connections.

To drop the last person only added to the conference call, press the menu button and then press next. Press the softkey below Drop.

Selecting A Personalized Ring

The select ring feature allows you to choose your own personalized ringing pattern for your telephone from among eight different patterns.

To select a personalized ringing pattern

1. While on hook, press CONF (RING). Current ringing pattern plays and repeats every three seconds.
2. Continue to press (and then release) CONF (RING) to cycle through all eight ringing patterns.
3. If you want to save the ringing pattern currently being played, do not press CONF anymore. You will hear the selected ringing pattern two more times, and then it will be automatically saved.

6408/6416 Multi-Line Telephone Models Only

The following below listed features are available on the multi-button office staff phones

Speakerphone

The two-way built in speakerphone allows you to place and answer calls without lifting your receiver.

To place or answer a call without lifting the handset, or to use the speakerphone with any feature

1. Press SPKR. Red light next to SPKR goes on.
2. Place or answer the call, or access the selected feature.
3. Adjust volume if necessary.

To change from the speakerphone to the handset

1. Pick up the handset and talk. Red light next to SPKR goes off.

To change from the handset to the speakerphone

1. Press SPKR. Red light next to SPKR goes on.
2. Within 10 seconds, hand up the handset.

Mute

To prevent the other person from hearing you

1. Press MUTE. Red light next to Mute goes on, and the other person cannot hear what you are saying.
2. Press MUTE again to resume talking with the other person. Red light next to mute goes off, and the other person can again hear you talking.

The mute feature works with the handset and also with the speakerphone.

Send All Calls

Temporarily sends all your calls to voice mail or an extension of a person designated by your system manager to answer then when you cannot.

To send all calls immediately to coverage

1. Press your Send All Calls button (while on hook). Green light will come on to show you have the feature active.

Note: You will hear a ring-ping (half-ring) tone from your telephone as each call is forwarded.

To Cancel send all calls

Press your Send All Calls button. Green light next to feature will go out.

Call Pick-Up

The Call Pick-Up feature lets you answer a call at your telephone for another extension in your pick-up group.

To answer a call placed to a member of your pick-up group when your telephone is idle

1. Press your Call Pick-Up Button. Called telephone stops ringing, and you are connected to the ringing call.

Getting Messages

Your message light goes on when a caller has left a message for you.

Display Features

The time and the date will appear in your display. The time and date are set at the switch, so if there is an error, contact your system manager.

Entering the soft-key mode and viewing the three-feature menu screens

There are three separate feature option screens. Each of these screens allows you to select from four different features.

You enter the soft-key mode by pressing the button labeled MENU.

The first item is PROG.

This soft-key is used to program frequently dialed numbers (memory). See separate instructions for programming.

The other items are AD Buttons (abbreviated dialing-memory).

Press the Next button again

This screen shows more AD buttons (abbreviated dialing-memory)

Press the Next button again

The last screen shows more AD buttons (abbreviated dialing-memory).

Drop (it is used with the CONF feature).

CFRWD (Call Forwarding)

The Call Forwarding feature temporarily forwards all your calls to another extension.

1. Press the soft-key below CFRWD
2. Dial the extension number where calls will be sent.
3. Hang-up

To Cancel call forwarding

1. Press the soft-key below CFRWD. Your calls will now ring at your own telephone.

Exit

Use of the exit feature to leave the display mode (after using any display or soft-key feature) and return to normal mode. You can then use the display to view the time and date and to identify calling/called party, and calling/called number.

To exit a display feature and return to normal (display) mode

1. Press the EXIT button. Display will show the time and date or, when applicable, call/caller information.

Abbreviated Dial Buttons

1. Press Menu, Press softkey for program
2. Display will read: Press button to program (The speaker light will go on)
3. Press Menu and Next if applicable to locate the AD button to be programmed
4. Press AD softkey
The Display will read: Change Number?
Yes=1 No=2
5. Press 1, the screen will read: Enter number dial the number you want programmed
6. Press # to save and display will read: Number saved
7. Display will read: Change label?
Yes=1 No=2
8. Pressing 1 the display will read: Enter label spell and/or number, up to 5 characters for button ID or label. The display will read: Press > to advance; # to save Keep pressing the dial key until what you want appears.
9. Display will read: Label saved and you will hear a confirmation tone
10. Hang up to update display or press another AD button and continue to repeat steps 4 through
11. When finished, press menu, press program, press exit

The above information was obtained from Lucent documents and training aides.