Clean the Phone Screen

If your phone screen gets dirty, **wipe it with a soft, dry cloth**.

CAUTION: **Do not use any liquids** or powders on the phone because they can contaminate the phone components and cause failures.
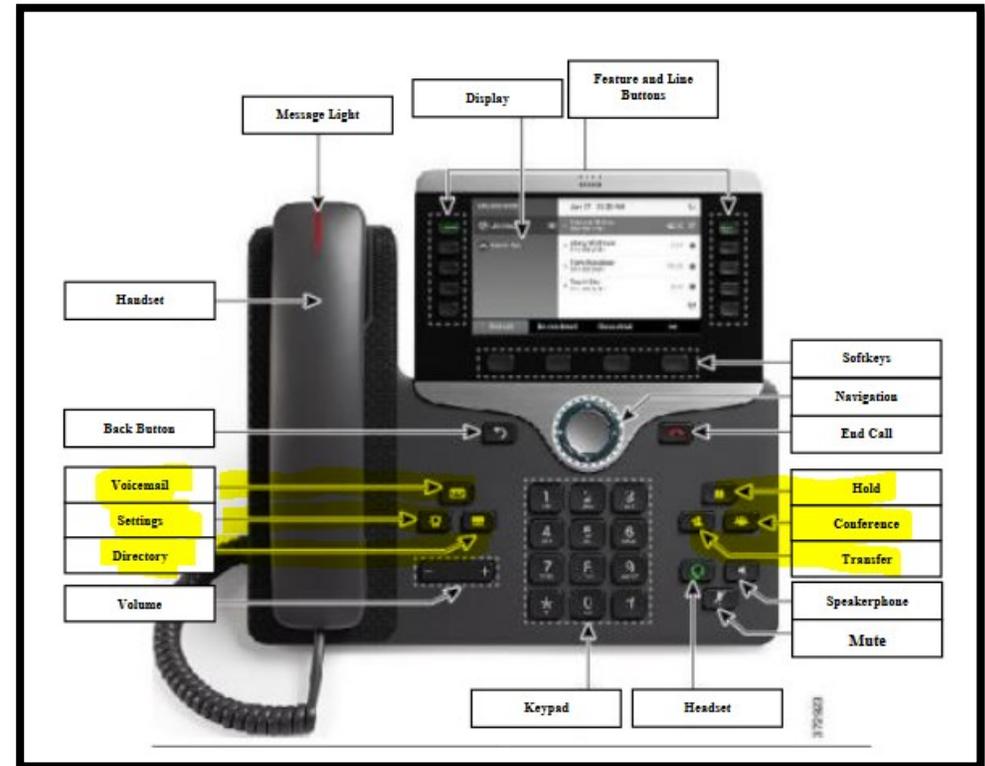
Get Notified When a Contact is Available:

If you call someone and their line is busy or they do not answer, you can be notified with a special ringtone and a message when they are available.

1) Press **CALLBACK** while you are listening to the busy tone or ring sound.

2) Press **EXIT** to exit the confirmation screen

3) When you hear the ringtone that the person is available and see the message, press **DIAL** to place the call again.

Dial an International Number

1) Press and hold **STAR** (*) for at least 1 second. (The plus (+) sign is displayed as the first digit in the phone number.

2) Enter the **phone number**

3) Press **CALL** or wait 10 seconds after the last key press to automatically place the call.

Have a phone question or issue?

Call/email Jean Mazzaro

jmazzaro@mayfieldschools.org

x6784

Or Chris Thomas

x6783

Cisco IP Phone 8841

Quick Reference Guide

MAYFIELD CITY SCHOOLS

Basic Phone Features

PUT A CALL ON HOLD:

1) Press the **HOLD** Softkey or the HOLD button. The hold icon appears and the session button flashes green.
2) To resume a call from hold, press the flashing green session button, or press Softkey **RESUME**

ADD ANOTHER PERSON TO A CALL: (6 MAX)

1) From a connected call that is NOT on hold, press **CONFERENCE**
2) **Dial** a new number
3) Press **CONFERENCE** button again (before or after the party answers). The conference begins and the phone displays "Conference".
4) Repeat these steps to add more participants. The conference ends when all participants hang up.
5) To view and remove participants > During a conference, press **SHOW DETAILS**. To remove a participant from the conference, scroll to the participant and press **REMOVE**.
6) Press **Update** softkey to update list of participants

LISTEN TO YOUR VOICE MESSAGES:

1) A solid red light on your handset indicates a voicemail.
2) Press **MESSAGES** and follow the voice prompts. Be sure to press the correct line button first.
3) To answer your voicemail from **another phone**, dial **x6789**, enter your **extension #**, then your **PIN #**
4) To retrieve your voicemail from home: Dial **440-995-6789**, enter your **extension #**, then your **PIN #**

CONTACTS:

1) Press **CONTACTS**
2) Select Corporate Directory
3) Enter search criteria and press **SUBMIT**

1) VIEW RECENT CALLS:

2) Select the line
3) Press **Applications** button
4) Select **RECENTS** (When phone is in the idle state, you can also view the Recent calls list by pressing the Navigation cluster up)