Transferring Calls

1. Press **Transfer**. The current call is put on hold.
2. Dial the number for the transfer. Alternatively, press **Directory** to select a destination from the Directory, or press **Redial** if applicable.
   - To complete a warm transfer, press **Complete** after the call has been answered.
   - To complete an cold transfer, press **Complete** while the call is still ringing.
   - If the transfer destination does not answer or does not want to accept the call, press **Cancel**.

Parking a Call

In lieu of transferring a call, you can simply park it on a special number.

1. Use the **up/down keys** to scroll to the second menu screen.
2. Press **Call Park**, listen for the triple-beep, and hang up.
   - Your Call Park button will display a green light.

To retrieve a parked call:

1. Use the **up/down keys** to scroll to the second menu screen.
2. Press **Call Unpark**.
3. Dial the extension of the phone that parked the call.

Adding a New Contact

1. Press the **CONTACTS** button.
2. To add a contact, press **New**. To edit a contact, highlight it and press Edit.
   - Use the **up/down keys** to switch between number and name entry.
   - When the name and number have been entered as required, press **Save**.

Add a Contact from Your Call History

You can add a name and number shown in your call history to your personal contacts.

1. Press the **HISTORY** button. Use the **left/right keys** to select which calls are shown: **All, Outgoing, Incoming** or **Missed**.
2. Use the **up/down keys** to scroll through the records.
3. Press **More** and then press **+Contact**.
4. Use the **up/down keys** to switch between the name and number details for the new contact.
5. When the name and number are set as required, press **Save**.

Program Speed Dial Numbers

1. Use the **up/down keys** to scroll to the third menu screen.
2. Press the **Abr Program** key.
3. Press the Line Button you wish to program.
4. Enter the phone number using the dial pad.
5. Press **#**.
6. Press the Phone button to return to your home screen.

Voicemail

Both the **MESSAGE** button and the **Message Waiting Indicator** on your phone (top-right corner) will light up when you have new messages.

Checking Messages

1. Press the **MESSAGE** button.
   NOTE: To access another number's voicemail, press ** followed by the 5-digit extension.
2. Enter your voicemail password when prompted, and press **#**.
   NOTE: The default voicemail password is 2676355
   - To play messages, press **1**.
   - To skip to the next message, press **#**.
   - To play messages, press **1**.
   - To delete your message after playback, press **7**.
   - To save your message after playback, press **9**.

For additional Voicemail options, please visit https://myvoicemail.med.cornell.edu, and log in with your voicemail login (5-digit extension) and password.

To access your voicemail from any non-Avaya phone, call 646-962-6800.

Need Help?

For **advanced functions**, our full **Avaya 9611G User Guide**, and our full **Avaya Voicemail Guide**, visit:
phones.med.cornell.edu

For support, contact the **ITS Service Desk** using these methods:

MyHelpdesk
Visit myhelpdesk.med.cornell.edu to open and track a new case.

Email
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AVAYA

Avaya 9611G Handset

ITS QuickStart™ Guide

Lucent Avaya Phone Manual

Michael Hoelscher

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