

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 **Abx Program** key:
 1. Press the Line Button you wish to program.
 4. Enter the phone number using the dial pad.
 5. Press **0**.
 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 **0**.

NOTE: The default voicemail password is 2676335.

 - To play messages, press **1**.
 - To skip to the next message, press **0**.
 - 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

support@med.cornell.edu

Phone

212-746-4878

Available Monday through Friday from 7 a.m. to 7 p.m.

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The book delves into Lucent Avaya Phone Manual. Lucent Avaya Phone Manual is a vital topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Lucent Avaya Phone Manual, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Lucent Avaya Phone Manual
- Chapter 2: Essential Elements of Lucent Avaya Phone Manual
- Chapter 3: Lucent Avaya Phone Manual in Everyday Life
- Chapter 4: Lucent Avaya Phone Manual in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Lucent Avaya Phone Manual. This chapter will explore what Lucent Avaya Phone Manual is, why Lucent Avaya Phone Manual is vital, and how to effectively learn about Lucent Avaya Phone Manual.

3. In chapter 2, this book will delve into the foundational concepts of Lucent Avaya Phone Manual. This chapter will elucidate the essential principles that need to be understood to grasp Lucent Avaya Phone Manual in its entirety.

4. In chapter 3, this book will examine the practical applications of Lucent Avaya Phone Manual in daily life. The third chapter will showcase real-world examples of how Lucent Avaya Phone Manual can be effectively utilized in everyday scenarios.

5. In chapter 4, this book will scrutinize the relevance of Lucent Avaya Phone Manual in specific contexts. The fourth chapter will explore how Lucent Avaya Phone Manual is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, the author will draw a conclusion about Lucent Avaya Phone Manual. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Lucent Avaya Phone Manual.

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