

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 message, press **1**.
 - To skip to the next message, press **0**.
 - To play messages, press **3**.
 - 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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Available Monday through Friday from 7 a.m. to 7 p.m.

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Avaya 9611G Handset ITS QuickStart™ Guide

Avaya 962administration Guide

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Table of Contents Avaya 962administration Guide

1. Understanding the eBook Avaya 962administration Guide
 - The Rise of Digital Reading Avaya 962administration Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Avaya 962administration Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Avaya 962administration Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Avaya 962administration Guide
 - Personalized Recommendations
 - Avaya 962administration Guide User Reviews and Ratings
 - Avaya 962administration Guide and Bestseller Lists
5. Accessing Avaya 962administration Guide Free and Paid eBooks

- Avaya 962administration Guide Public Domain eBooks
- Avaya 962administration Guide eBook Subscription Services
- Avaya 962administration Guide Budget-Friendly Options
- 6. Navigating Avaya 962administration Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Avaya 962administration Guide Compatibility with Devices
 - Avaya 962administration Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Avaya 962administration Guide
 - Highlighting and Note-Taking Avaya 962administration Guide
 - Interactive Elements Avaya 962administration Guide
- 8. Staying Engaged with Avaya 962administration Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Avaya 962administration Guide
- 9. Balancing eBooks and Physical Books Avaya 962administration Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Avaya 962administration Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Avaya 962administration Guide
 - Setting Reading Goals Avaya 962administration Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Avaya 962administration Guide
 - Fact-Checking eBook Content of Avaya 962administration Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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