- If the call is connected on the phone's headset, the HEADSET key is lit. Pressing the key again will end the call.
- If the call is connected on the phone's handset, replacing the handset will end the call.

1.4 Starting a Conference

If you have more than one held call, or one held call and a connected call, pressing the **Conf** soft key will start a conference between you and those calls.

If you do not already have a held call, you can use the process below to start a conference.

1. Make a call to the first party or answer a call.
2. Press the **Conf** soft key. The current call is automatically put on hold.
3. Dial the party that you want to add to the conference.
4. If they answer and want to join the call, press **Conf** again.
5. If they do not want to join the call or do not answer, press **Drop** and then press the appearance key of the held call.

1.4.1 Dropping/Muting Parties

You can drop parties from a conference call, including yourself. You can also mute other parties.

1. While connected to a conference call, if you press the **Details** key, the conference details menu is displayed.
2. You can then perform the following actions:
   - To scroll through the list of callers in the conference, use the ▲ up and down ▼ arrow keys.
   - To drop a caller from the conference, highlight them and press **Drop**.
   - To mute a caller, highlight them and press **Mute**. Repeat this to unmute them.
   - To return to the call display, press the **Back** soft key.
- If you are the only internal user in the conference, depending on your telephone system's configuration, dropping yourself from the conference may end it. Consult your system administrator for details.

1.5 Transferring Calls

To transfer a call your phone must have an available call appearance button. If all your current call appearance buttons are in use, you must end or park one of your existing calls.

1. Press **Transfer**. The current call is automatically put on hold.
2. Dial the number for the transfer. Alternatively, press **Dir** to select a destination from the directory.
   - To complete the transfer, press **Complete**. You can do this while the call is still ringing.
     - Transferring a call while it is still ringing is called an unsupervised transfer.
     - Transferring a call after ringing finishes is called a supervised transfer.
   - If the transfer destination does not answer or, after answering the call, does not want to accept the call, press the **Cancel** soft key.
3. Press **Complete** to complete the transfer. If the transfer destination does not answer or does not want to accept the call, press the **Cancel** soft key.

1.5.1 Transfer to Voicemail

To transfer a call to voicemail, press the **Transfer** soft key then dial 2222. Wait until you hear "Please enter the 4 digit extension number:", enter the number then press the **Complete** soft key.

1.6 Forward Calls

To forward your calls to another extension:

1. With a dial tone, enter *2 then the extension you wish to forward your calls to.
2. You will hear a 3 beep confirmation.

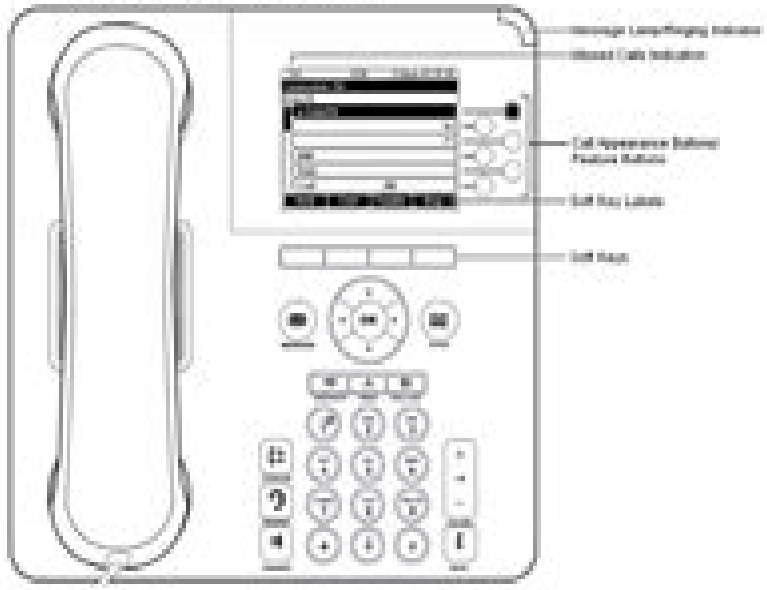
To end call forwarding:

1. With a dial tone, enter #2.
2. You will hear a 3 beep confirmation.

IP Office 9630 Quick Reference Guide for Fitchburg State

1.1 9630 Telephone

The IP Office supports the 9630G version of the 9630 telephone.



The phone supports 24 programmable call appearance/feature buttons. The labels for 6 of these are displayed in the main display and can be controlled by the adjacent buttons to the right. You can use the ▲ up and down ▼ arrow keys to scroll the display. You can also use the ◀ left and right ▶ arrow keys to move through the button features in pages of 6.

Functions can be assigned to the phone's call appearance/feature buttons by your system administrator or by yourself using self-administration. Note that you cannot replace call appearances features assigned to buttons by your system maintainer but you can replace other features. However also note there are features that the system maintainer can assign that are not available to you to assign. This guide just includes features that you can assign yourself if required.

1.2 Answering Calls

A slow flashing red lamp on an appearance button indicates an alerting call. This may also be accompanied by ringing and by the message lamp flashing.

Selected Button

If you are currently not on a call, you can answer the alerting call in the following ways:

1. Select the method which you want to use to talk to the caller:
   - To quiet the ringing, press the **Ignore** soft key. The call will still continue alerting visually and can be answered or ignored.
   - To answer the call using the handset, lift the handset.
   - To answer the call handsfree, press the SPEAKER key.
   - To answer the call on a headset, press the HEADSET key.
   - Just pressing the key will answer the call either on the speaker or headset depending on the phone's audio path setting.
2. Once you have answered the call, you can switch between different talk modes:
   - To switch to using the handset, lift the handset.

Avaya 14user Guide

Glenn A. J. Bowdin,Johnny Allen,Rob Harris,Leo Jago,William O'Toole,Ian McDonnell

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The Standard and Poor's 500 Guide Standard & Poor's,2005-12 Text and statistical data on 500 individual companies

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Table of Contents Avaya 14user Guide

1. Understanding the eBook Avaya 14user Guide
    - The Rise of Digital Reading Avaya 14user Guide
    - Advantages of eBooks Over Traditional Books
2. Identifying Avaya 14user 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 14user Guide
    - User-Friendly Interface
4. Exploring eBook Recommendations from Avaya 14user Guide
    - Personalized Recommendations
    - Avaya 14user Guide User Reviews and Ratings
    - Avaya 14user Guide and Bestseller Lists
5. Accessing Avaya 14user Guide Free and Paid eBooks
    - Avaya 14user Guide Public Domain eBooks
    - Avaya 14user Guide eBook Subscription Services
    - Avaya 14user Guide Budget-Friendly Options

6. Navigating Avaya 14user Guide eBook Formats
    - ePub, PDF, MOBI, and More
    - Avaya 14user Guide Compatibility with Devices
    - Avaya 14user Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Avaya 14user Guide
    - Highlighting and Note-Taking Avaya 14user Guide
    - Interactive Elements Avaya 14user Guide
8. Staying Engaged with Avaya 14user Guide
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Avaya 14user Guide
9. Balancing eBooks and Physical Books Avaya 14user Guide
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Avaya 14user Guide
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine Avaya 14user Guide
    - Setting Reading Goals Avaya 14user Guide
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Avaya 14user Guide
    - Fact-Checking eBook Content of Avaya 14user 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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will help you with this, That oil pressure is way too low, on start up you should (rebuilt engine) have 45-50 ... More problems with 10.3L Iveco Oct 3, 2012 — The oil pressure seems normal and engine oil is full. I tried multiple things but it only does it when I start unloading my bin. These little ... FPT Iveco - oil pressure No blue smoke indicates no oil combustion. Reply: DLH, 17-Sep-10. I agree with Ola´s post. One of my turbos went and I ... Top GIS questions and answers Let's start asking GIS related questions and get simple focused answers. · What is the digitizing process? · How are vectors connected to other lines? · Can you ... GIS Quiz Questions Flashcards Study with Quizlet and memorize flashcards containing terms like GIS software is only one of the components of a GIS. True False, Which of the following ... GIS Quiz | 74 plays GIS Quiz quiz for Professional Development. Find other quizzes for Computers and more on Quizizz for free! 100+ GIS Multiple Choice Questions (MCQ) with Answers Jul 1, 2021 — GIS MCQs - 100+ Questions & Answers with Hint for Students & Professionals Preparing for Engineering Exams & Interview Preparation. GIS MCQ Quiz Questions And Answers Mar 31, 2023 — If you're looking for an important comprehensive set of questions and answers related to GIS, you're at the right place. Check out this GIS ... Quiz & Worksheet - Geographic Information Systems This quiz and worksheet combination will present you with opportunities to identify different terminology and aspects of these types of systems. Quiz & ... GIS (Geographic Information System) - Quiz & Test Mar 29, 2022 — This is an MCQ-based quiz on GIS (Geographic Information System). This includes Complex values, Positional values, Graphic values, Decimal ... 15 Important Questions And Answers Of Geographic ... 1. What is a Geographic Information system? · 2. What is meant by spatial data or Geographic data? · 3. Define Point Data. · 3. How to Define Line ... Test your basic knowledge of GIS: Geographic Information ... Use this BasicVersity online quiz to test your knowledge of GIS: Geographic Information Systems. ... The 3 wrong answers for each question are randomly chosen ... Official Practice Exam 1 - Web.pdf At what stage of a GIS project would you perform project monitoring? A ... Practice Exam 1 Answer Key. 1. C. 2. C. 3. C. 4. BD. 5. C. 6. C. 7. BD. 8. C. 9. B. 10.