To make a call other than to 000, Campus Security (3333) or Technology Services (73698) the phone must be logged in. A phone that is logged out will display this screen. To login, enter your phone number and press the Login button.

(If you have International Dialing rights or have specifically requested a password you will need to:
enter your phone number, press the down arrow, enter your password, then press Login)
Voicemail Quick Guide

Record your greeting
- Press ` to access your voicemail
- Enter your password (default password is 1324)
- Press 3, then 1 and continue to follow the prompts

Forward to Voicemail
You can set forwarding for All, busy, no answer & offline (logged out)
- Press Softkey More (far right) until you see and press Softkey Apps
- Preferences should be highlighted, otherwise use ▲/▼
- Press Softkey Select
- Press 5 or ▼ down to get to Call Settings, then ▼
- Call Forward should be highlighted, press Softkey Modify
- Use ▲/▼ to move to the call forward mode you want to set or change, press OK
⇒ To forward to Voicemail press ▼ to highlight, press OK
⇒ To cancel this type of forward highlight Disable, press OK

Retrieve your messages
- Press ▼
⇒ Pickup the handset, or
⇒ Press ▼ (if you have a headset)
⇒ Press 1 to playback your messages
- Follow menu prompts to replay, save, delete or forward messages

Change your password
- Press ` to access your voicemail
- Enter your password (default password is 1324)
- Press 3, then 4, then 1 and continue to follow the prompts

Message Waiting Indicator
- When you have a new voicemail message waiting the indicator light on the top of the phone will flash red (note: in bright light it can sometimes be a little hard to see)

Delete messages
- You can delete a message at any point during playback by pressing 7
- Note: Messages that are not retrieved within 42 days will be automatically deleted

Directory Dialing Quick Guide

To access directory dialing
- Press ` to access your voicemail
⇒ The first screen is your personal contacts
⇒ Press P to access your personal groups
⇒ Press X again to access the Corporate Directory
⇒ Use ▲/▼ to scroll through the list

To call the selected entry
- Press Softkey Details
- Use ▲/▼ to scroll through the list if necessary
- Press Softkey Call

Add a personal contact
- You can add a Corporate Directory listing to your personal contacts for quick access by finding the entry in the Corporate Directory then pressing Softkey +Contact
- You can add also a personal contact that does not appear in the Corporate Directory
⇒ Press Softkey Add
⇒ Use the alphanumeric keypad as noted under Searching, arrow keys to move between fields, X to delete if you make a mistake
⇒ Press Softkey Done to save

To search the selected directory
- Enter your search using the alphanumeric keypad.
⇒ Like texting on older mobile phones press a button in quick succession to access the other values eg press ▼ 3 times quickly to type letter ‘c’
⇒ To enter repeat letters pause entry until the cursor changes back to flashing before entering the next character
⇒ To change the character set eg enter numbers press Softkey abc to cycle through the options, its label will change to the current character set
⇒ eg abc becomes ABC becomes #+= becomes 123

General instructions overleaf and more help online: servicedesk.scu.edu.au