To make a call other than to 000, Campus Security (83091) or Technology Services (83080) 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)

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To Make a Call

- Open a line by:
  - Pickup the handset, or
  - Press \( \textcolor{red}{\#} \), or
  - Press \( \textcolor{red}{\#} \) (if you have a headset)
- Dial the number
  - Using the keypad, or
  - Press a Programmable Speed Dial button
    - If programmed number is internal it shows \( \textcolor{red}{\#} \) when busy
- To Call a Recent number (who called you or you've called)
  - Press \( \textcolor{red}{\#} \)
  - Locate number
    - Use \( \textcolor{red}{\#} \) to scroll & highlight numbers
    - Use \( \textcolor{red}{\#} \) to move between
    - All Calls (Out / In / Missed) to Missed Calls
  - When the correct number is highlighted press
    - Softkey \( \textcolor{red}{\#} \) Call, or \( \textcolor{red}{\#} \) Call
- To Call a Directory number
  - Press \( \textcolor{red}{\#} \)
  - Locate number
    - Use \( \textcolor{red}{\#} \) to move between
    - Your Contacts
      - Use \( \textcolor{red}{\#} \) to scroll & highlight numbers
    - Groups & Corporate Directory
      - Use \( \textcolor{red}{\#} \) to scroll & highlight numbers
    - To dial highlighted number press Softkey \( \textcolor{red}{\#} \) Call, or \( \textcolor{red}{\#} \) Call

To Answer a Call

- Pickup the handset, or
- Press \( \textcolor{red}{\#} \), or
- Press \( \textcolor{red}{\#} \) (if you have a headset)

To put a Call on Hold

- Press \( \textcolor{red}{\#} \) or Softkey \( \textcolor{red}{\#} \) Hold
- To resume the call press \( \textcolor{red}{\#} \) again or, Softkey \( \textcolor{red}{\#} \) Resume

Call Forward

You can set forwarding behavior for All, busy, no answer & offline (logged out)
- Press Softkey \( \textcolor{red}{\#} \) More (far right) until you see Softkey Apps, then press
- Preferences should be highlighted, otherwise use \( \textcolor{red}{\#} \) / \( \textcolor{red}{\#} \)
- Press Softkey \( \textcolor{red}{\#} \) Select (or \( \textcolor{red}{\#} \))
- Press 5 or \( \textcolor{red}{\#} \) down to get to Call Settings, then \( \textcolor{red}{\#} \)
- Call Forward should be highlighted, press Softkey \( \textcolor{red}{\#} \) Modify (or \( \textcolor{red}{\#} \))
- Use \( \textcolor{red}{\#} \) / \( \textcolor{red}{\#} \) to move to the call forward mode you want to set/change then \( \textcolor{red}{\#} \)
  - To forward to Voicemail press \( \textcolor{red}{\#} \) then \( \textcolor{red}{\#} \)
  - To forward to number press \( \textcolor{red}{\#} \) twice, use keypad to enter number, press \( \textcolor{red}{\#} \)
  - To cancel this type of forward highlight Disable, press \( \textcolor{red}{\#} \)

To Transfer a Call

- Press \( \textcolor{red}{\#} \), or Softkey \( \textcolor{red}{\#} \) Transfer (your caller is now hearing Hold music)
- Enter the destination number (via keypad, or programmed)
- To transfer immediately, press \( \textcolor{red}{\#} \) again, or Softkey \( \textcolor{red}{\#} \) Done, or
- If you want to talk to the person the call is being transferred to first
  - wait for an answer, when finished talking press \( \textcolor{red}{\#} \) again, or Softkey \( \textcolor{red}{\#} \) Done to transfer the call
  - If you wish to resume talking to the caller instead, press Softkey \( \textcolor{red}{\#} \) Hangup

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Huawei 7910 Quick Start Guide

Soft Key current function display

- Softkey functions change relevant to the phone status eg making a call, receiving a call, checking voicemail.
- The purpose of each is displayed on the screen above the buttons as relevant.

Voicemail & Directory Dialing

overleaf and
more help online:

servicedesk.scu.edu.au
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 \(\text{Softkey More}\) (far right) until you see and press \(\text{Softkey Apps}\)
- Preferences should be highlighted, otherwise use \(\uparrow/\downarrow\)
- Press \(\text{Softkey Select}\)
- Press 5 or \(\downarrow\) down to get to \text{Call Settings}, then \(\text{OK}\)
- Call Forward should be highlighted, press \(\text{Softkey Modify}\)
- Use \(\uparrow/\downarrow\) to move to the call forward mode you want to set or change, press \(\text{OK}\)
  - To forward to Voicemail press \(\text{\(\uparrow\)}\) to highlight, press \(\text{OK}\)
  - To cancel this type of forward highlight \(\text{Disable}\), press \(\text{OK}\)

Retrieve your messages
- Press \(\#\)
  - Pick up the handset, or
  - Press \(\text{\(\#\)}\) (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 \(\text{\(\#\)}\)
  - The first screen is your personal contacts
  - Press \(\text{\(\#\)}\) to access your personal groups
  - Press \(\text{\(\#\)}\) again to access the Corporate Directory
  - Use \(\uparrow/\downarrow\) to scroll through the list

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 \(\text{\(\#\)}\) 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 \(\text{Softkey abc}\) to cycle through the options, its label will change to the current character set
  - eg abc becomes ABC becomes #+= becomes 123

To call the selected entry
- Press \(\text{Softkey Details}\)
- Use \(\uparrow/\downarrow\) to scroll through the list if necessary
- Press \(\text{Softkey Call}\)

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 \(\text{Softkey +Contact}\)
- You can add also a personal contact that does not appear in the Corporate Directory
  - Press \(\text{Softkey Add}\)
  - Use the alphanumeric keypad as noted under Searching, arrow keys to move between fields, \(\text{\(\#\)}\) to delete if you make a mistake
  - Press \(\text{Softkey Done}\) to save

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