

Quick Reference Guide for the IP Phones

Following are quick reference steps to follow when setting up your new IP phones.

1. Setting Up your Voice Mail

1. From your phone, dial **001**.
2. When asked for an ID, use the last 3-digits of your phone number.
3. When asked for a password, dial **0407#**.
4. The automated voice system will walk you through the instructions for setting up your greeting and message.

NOTE: If you have multiple lines, make sure you are using the line that you want to setup voice mail for.

2. Checking your Voice Mail

When you receive voice message, an email will be sent to your TAMUQ email address containing the message as an audio file attachment. Just click on this file to listen to the message. Once you open this message, the new message indicator (red light) on the phone will turn off.

3. Transferring an Incoming Call


1. Press once on the **Transfer** button that appears on the monitor of your phone.
2. Dial the number you are transferring this call to.
3. Hang up.

4. Forwarding Your Number

1. Press the **CFwdALL** button on your phone display panel.
2. Dial the number you want to forward your calls to and hang up.
3. To remove CFwd, press the CFwdALL button once.


5. Looking Up a Number in the Directory

7961 Model

1. Press the button that looks like an open book. 
2. Scroll down the list and select **Corporate Directory**. Press the **Select** button.
3. Select the option you want: First name, Last name, (using the keys to type the name of the person), or Phone number.
4. Press the **Search** button.
5. Scroll down through the Directory until you find the person you are looking for.

6. Press the **Dial** button.

7906 Model

1. Press the button that looks like a globe. 
2. Scroll down the list and select the Directories option and press the **Select** button.
3. Scroll down the list again and select **Corporate Directory**. Press the **Select** button.
4. Select the option you want. First name, Last name, (using the keys to type the name of the person) or Phone number.
5. Press the **Search** button.
6. Scroll down through the Directory until you find the person you are looking for.
7. Press the **Dial** button.

7931 Model

1. Press the **Directories** button located on the right-hand side of the phone.
2. Using the Navigation button (see Figure 3), scroll down the list to **Directories** and press the **Select** button.
3. Scroll down to **Corporate Directories** and press the **Select** button.
4. Select the option you want. First name, Last name, (using the keys to type the name of the person) or Phone number.
5. Press the **Search** button.
6. Scroll down through the Directory until you find the person you are looking for.
7. Press the **Dial** button.

	Messages
	Services
	Help
	Directories
	Settings
	Volume
	Speaker
	Mute
	Headset

Figure 1. Model 7961 Buttons





	Volume
	Navigation
	Hold
	Applications Menu

Figure 2. Model 7906 Buttons







	Redial
	Transfer
	Hold
	Navigation and Select
	Speaker
	Mute

Figure 3. Model 7931 Buttons

6. Checking Your Missed Calls

1. From the 7961 model, press the **Directories** button (see Figure 1 above).
From the 7906 model, press the **Applications Menu** button (see Figure 2 above).
From the 7931 model, press the **Directories** button located on the right-hand column of the phone and select **Directories** (see Figure 4 below).
2. Select #1 – **Missed Calls**.
3. Press the **Select** button on your phone.
4. A list of all your missed calls will appear on your phone monitor.
5. Scroll down to the call you would like to return and press **Dial**. For returning calls from off-campus, press the **Edit Dial** button, add 9, then press **Dial**.



Figure 4. Directories button on the Model 7931

7. Assigning / Changing Speed Dials in Model 7931

A predefined set of telephone numbers are assigned to the speed dial buttons in Model 7931. If you wish to change these speed dial assignments, open a browser and go to TAMUQ Call Manager website:

<http://callmanager.qatar.tamu.edu/ccmuser>

Logon with your TAMUQ username and password as shown in Figure 5 below.

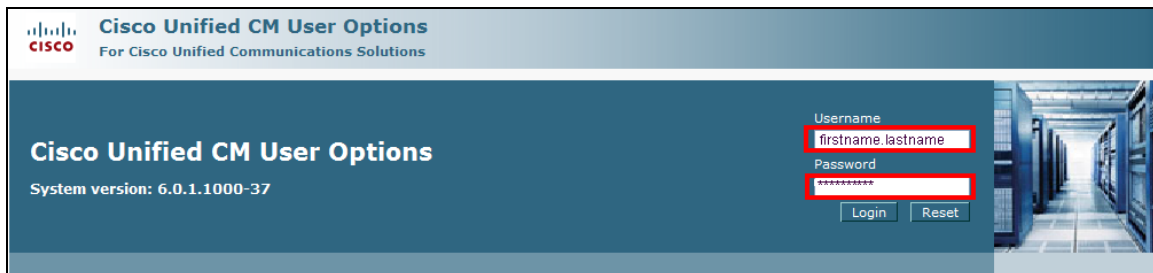


Figure 5. Logging on to the Call Manager

Once you are logged on, click on the **User Options** link on the upper left hand side and choose **Device** (see Figure 6).

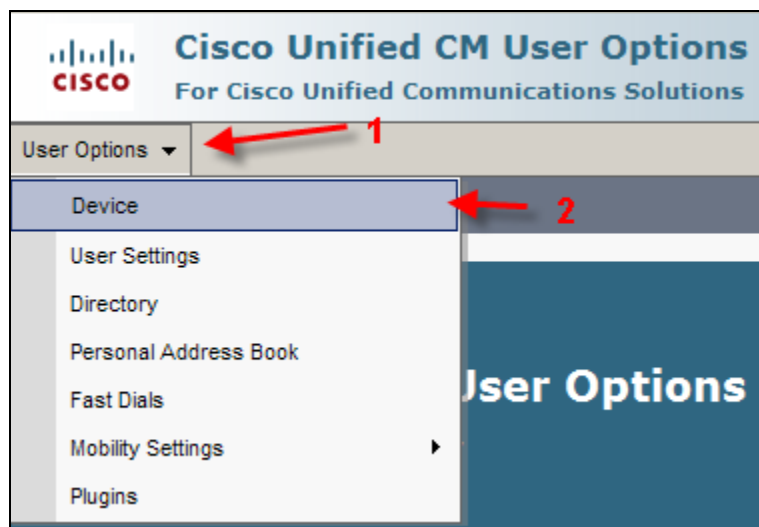


Figure 6. User Options in Call Manager

Device Configuration screen is displayed. Click on **Speed Dial** icon or the link (see Figure 7).

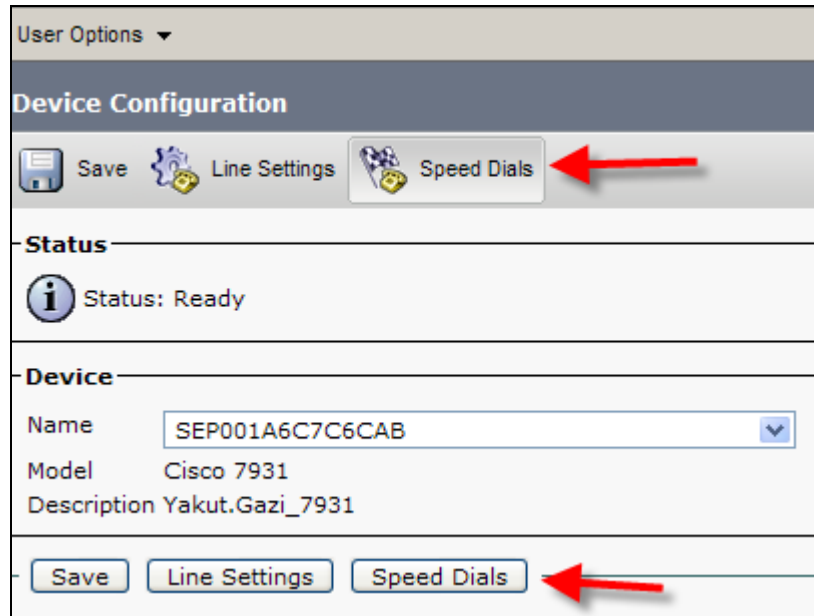


Figure 7. Selecting Speed Dial

The default speed dial settings are displayed in Figure 8.

Status
i Add successful

Speed Dial Settings

	Number	Label	ASCII Label
1	099	099 Security	099 Security
2	047	047 Student Affairs	047 Student Affairs
3	043	043 Admissions	043 Admissions
4	040	040 Library	040 Library
5	034	034 IT	034 ITS
6	033	033 Facilities	033 Facilities
7	032	032 Health and Safety	032 Health and Safety
8	030	030 Human Resources	030 Human Resources
9	028	028 Finance	028 Finance
10	026	026 Physics	026 Physics
11	025	025 Petroleum	025 Petroleum
12	024	024 Mechanical	024 Mechanical
13	023	023 Mathematics	023 Mathematics
14	020	020 Liberal Arts	020 Liberal Arts
15	019	019 Electrical	019 Electrical
16	018	018 Chemistry	018 Chemistry
17	017	017 Chemical	017 Chemical
18	016	016 Academic Support	016 Academic Support
19	015	015 Academic Affairs	015 Academic Affairs
20	010	010 TAMUQ Main	010 TAMUQ Main
21	009	009 ITS HelpDesk	009 ITS HelpDesk

Figure 8. Default Speed Dials on Model 7931

If you want to change a certain speed dial and assign another phone number to a speed dial button:

1. Delete the entry in the button you want to re-assign the speed dial number. One thing to keep in mind is that the speed dials are assigned starting from the bottom of the speed dial pad (Figure 9). In this example, we will change the speed dial entry in button 5.



Figure 9. Pre-defined buttons on Model 7931

2. Type the new number you want to assign to the button in the Number column. If it is an off-campus number, remember to include 9 at the beginning (Figure 10). Add the label and ASCII label. Keep these two entries the same.

Speed Dial Settings			
	Number	Label	ASCII Label
1	099	099 Security	099 Security
2	047	047 Student Affairs	047 Student Affairs
3	043	043 Admissions	043 Admissions
4	040	040 Library	040 Library
5	95552222	Home	Home
6	033	033 Facilities	033 Facilities
7	032	032 Health and Safety	032 Health and Safety
8	030	030 Human Resources	030 Human Resources

Figure 10. Changing the Speed Dial Settings

3. Scroll down to the end of the page and click on Save (Figure 11).



Figure 11. Saving Speed Dial Settings

4. You will see a notification and the new phone will have been added to the speed dial list (Figure 12).

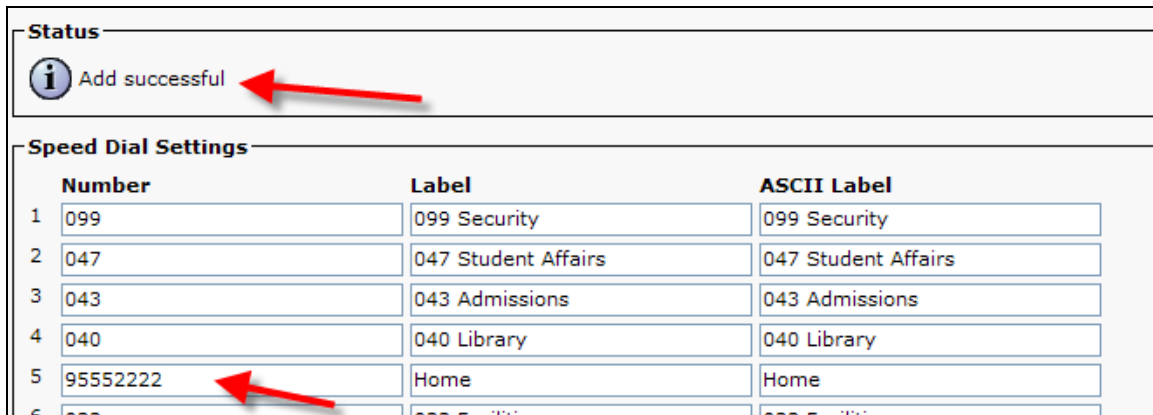


Figure 12. Confirmation of changed settings

8. More Information on IP Phones

For more information on the features of your IP Phone, please refer to the User Guides online at <http://technology.qatar.tamu.edu/handbooks> under **IP Phone Guides** section or navigate your browser to the links below:

7906 Model User Guide

http://technology.qatar.tamu.edu/ITS/xhowto/7906_User_Guide.pdf

7931 Model User Guide

http://technology.qatar.tamu.edu/ITS/xhowto/7931G_User_Guide.pdf

7936 Model User Guide

http://technology.qatar.tamu.edu/ITS/xhowto/7936_UserGuide.pdf

7961 Model User Guide

http://technology.qatar.tamu.edu/ITS/xhowto/7961_User_Guide.pdf