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 **Abr Program** key.
3. Press the Line Button you wish to program.
4. Enter the phone number using the dial pad.
5. Press **#**.
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 **#**
   NOTE: The default voicemail password is 2676355
   - To play messages, press **1**.
   - To skip to the next message, press **#**.
   - To play messages, press **1**.
   - 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.

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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
support@med.cornell.edu

Phone
212-746-4878
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Trust, Privacy and Security in Digital Business Simone Fischer-Hübner,Costas Lambrinoudakis,Gabriele Kotsis,A Min Tjoa,Ismail Khalil,2021-08-31 This volume LNCS 12927 constitutes the papers of the 18th International Conference on Trust Privacy and Security in Digital Business TrustBus 2021 held in September 2021 as part of the DEXA 2021 conference The event was held virtually due to COVID 19 pandemic The 11 full papers presented were carefully reviewed and selected from 30 submissions regarding advancements in the state of the art and practice of trust and privacy in digital business The papers are organized in topical sections Trust Evaluation Security Risks Web Security Data Protection and Privacy Controls and Privacy and Users **The Essential Guide to Telecommunications** Annabel Z. Dodd,2012 Telecom guide for businesspeople and nontechnical professionals Updated for cloud services social media and advanced mobile networks

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