Phones & Faxing

Desk Phones

Desktop Cisco phones are available for use throughout the MLML main lab. These phones have large touchscreen displays, built-in cameras for video calls, bluetooth compatibility and call management capabilities. The MLML Staff Directory may be found here.

Guides for operating the Cisco Model CP-9971 phone may be found here.

Speed Dials

On these phones, users may add up to four speed dials. To add a speed dial, the user must submit an iTicket, and the IT Department will create the speed dial on the phone for them. (User may add more than one speed dial on the same ticket if they include all the relevant information for each one). Included should be: The **full ten digit number** (3 digit area code + 7 digit phone number), and the **name** or **short description** they want to show up next to the speed dial button on the screen of the phone.

Voicemail to email

A user can also have voicemails automatically sent as an audio file to their email. To set this up, submit an iTicket.

Conference Phones

Cisco conference phones are available for use in the Group Study (Rm 103) and Think Tank (Rm 202). These phones are also available for check-out at the IT Help Desk Cubicle (Rm 203).

Click here for a quick reference guide.

A more in depth guides for operating the Cisco Model 7937G conference phone may be found here (e.g. Maintain and Operate Guides).

NOTE: Zoom is recommended when hosting conference calls with more than two callers due to limitations on the number of lines our phones can support simultaneously.

Making Calls - Desk Phones and Conference Phones

To an internal phone:

1. Internal phones may be reached by dialing only the extension (e.g. 1-4418 for the IT Help Desk cubicle).

To an external phone:

1. DIAL 7 first.
2. Enter 1 + 3-DIGIT AREA CODE + 7-DIGIT PHONE NUMBER
3. Example: 7+1+831+771-4400

Fax Numbers and Locations

A fax machine is available at the main lab in Administration Office (Rm 203) on the Admin Copier. Fax cover sheets are available at the Front Desk.

Below is a list of fax numbers associated with MLML:

- Administration Printer: 831-632-4403
- Marine Operations: 831-633-4580
- MOBY tent (Hawaii): 808-845-4599
- MPSL DFW: 831-633-0805
- MPSL MLML: 831-771-4189

Faxing from the Admin Office at the Main Lab

Instructions to send a fax from the MLML Administration Office:

1. Insert the document into the document feeder (adjusting for size, as necessary) or place it onto the glass.
2. Tap the touch screen to wake-up the copier
3. If needed, tap the **Home** button in the lower left corner of the touchscreen.
4. Tap **Fax**
5. Tap the **123456** at the top of the screen
6. Dial **9** + **1** + **THREE-DIGIT AREA CODE** + **SEVEN-DIGIT PHONE NUMBER**
    1. Example: 9+1+831+7714400
7. Press **START**
8. To verify whether the fax went through, press the **Home** button on the lower left corner of the screen, then **Job List**
9. If the fax is still sending, it will show in the **In Progress** tab.
10. If no jobs are in the **In Progress** tab, select the **Log** tab.
11. Completed faxes under the **Log** tab will show as **Job Complete**

Received Faxes in the Admin Office at the Main Lab

Check the copier tray if the fax was just sent. Check the “Unclaimed Faxes” folder in the standup filer on the copy room counter. Check your mailbox or with the Front Desk Staff.

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