

# **PROJECT MANAGER'S MEETING**

## **September 25, 2006**

### **Comptroller's Area**

#### **General Issues- Chuck Banner**

- Project Deficits
- FA Rates on Grants
- UVA Training
  - i. Restricted Endorsements
  - ii. Art Inventory
  - iii. Student Fundraising Permission
  - iv. Sales Tax
  - v. PI signing recons on Grants
  
- Direct Deposit for Student Employees
- New Brochure

#### **Budget Office- Martha Necessary**

- Salary & Wage Commitments on BBA Report

### **College Services-Joe Kiser**

- UVA Market Place

### **Follow Up Questions**

## **FUTURE PROJECT MANAGER'S MEETINGS**

**October 30, 2006**  
**November 20, 2006**  
**December 11, 2006**

# ACTIVATING FEATURES

## OTHER FEATURES

**CFV**

**CALL FORWARD VARIABLE** - Dialing \*02 allows you to forward all calls to your primary telephone number to another desired telephone number. To activate the option, follow the instructions below.

- Lift receiver
- Listen for dial tone
- Dial Call Forwarding Code \*02
- Listen for dial tone
- Dial the number where you want to forward your calls

- \*If your are served from a central office equipped with Automatic Route Selection, in order to forward to a number outside of the Centrex you must dial \*8 plus the 7 or the 1 plus 10 digit number. (Do not dial a 9).
- \*If your are served from a central office not equipped with Automatic Route Selection, in order to forward to a number outside of the Centrex you must dial 9 plus the 7 or the 1 plus 10 digit number.
- \*\* (Please contact your telecommunications representative at Department of Information Technology [DIT] if you are not sure which of the above options you should use.)

When the Party answers announce call forwarding  
Hang up

To activate if busy or no answer, repeat the above procedure immediately  
Listen for Confirmation Tone  
Hang up

To cancel this feature follow, the instructions below.

- Lift receiver
- Listen for dial tone
- Dial Cancel Call Forwarding Code \*03
- Listen for confirmation tone
- Hang up

**CPU**

**CALL PICKUP** - Dialing \*11 is used to transfer a call to your call appearance from another ringing telephone number that is in your call pickup group.

To answer a ringing telephone number on your station:

- Lift receiver
- Dial \*11
- Begin the conversati

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