

IP Phone Features



Ring Type	<ol style="list-style-type: none"> 1. Press "Menu Button" 2. Select 3 – Settings 3. Select 2 – Ring Type 4. Scroll down to select different ring type
Ring Volume	<ol style="list-style-type: none"> 1. Press "Volume Button" 2. Press either UP arrow or DOWN arrow to adjust volume
Handset Volume	<ol style="list-style-type: none"> 1. Lift Handset first 2. Press "Volume Button" 3. Press either UP arrow or DOWN arrow to adjust volume
Transfer	<ol style="list-style-type: none"> 1. During a call, press <i>Transf</i> (soft key). This puts the call on hold. 2. Dial Number or office extension to which you want to transfer the call. 3. When it rings on the other end, press <i>Transfer</i> again. Or, when the party answers, announce the call and then press <i>Transfer</i>. 4. If the party refuses the call, press the <i>End Call</i> (soft key) to return to the original call.
Conference	<ol style="list-style-type: none"> 1. During a call, press the more key (4 times) until you see the <i>Confrn</i> tab. 2. Press the <i>Confrn</i> (soft key). This activates a new line and puts the first party on hold. 3. Press <i>Confrn</i> (soft key) 4. Dial next conferee 5. Press <i>Confrn</i> (soft key) <p><i>Repeat as necessary</i></p>

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Hold	<ol style="list-style-type: none"> 1. While on a call press <i>Hold</i> (soft key) 2. To return to the call press <i>Resume</i> (soft key) to get back original caller
Directories or Menu Button	<p>(Missed calls, received calls and placed calls)</p> <ol style="list-style-type: none"> 1. Press the <i>Directories</i> button. 2. Use the Navigation button to select the desired directory from the Directories menu, then press the <i>Select</i> softkey. 3. To place a call from any directory, use the Navigation button to select the record, then press the <i>Dial</i> softkey.
Phone Configuration	<p><i>Description</i> Mayborn Room XXXX (Last name – Mayborn) (First Name – 4-Digit Extension Number)</p>
Caller ID Display	4-Digit Extension Number
Checking Voicemail <i>(phone)</i>	<ol style="list-style-type: none"> 1. Press “Message” softkey 2. Enter 7-digit phone number as password
Checking Voicemail <i>(Computer)</i>	<ol style="list-style-type: none"> 1. Click on email 2. Double click on attachment <p><i>(Delete unwanted voicemails from deleted items)</i></p>
Call Forward <i>(forwards all calls on campus only)</i>	<ol style="list-style-type: none"> 1. Press “CFwdAll” softkey 2. Enter 4-digit extension
Undo Call Forward	Press “CFwdAll” softkey
Call Pickup <i>(pick up other lines within same department)</i>	<ol style="list-style-type: none"> 1. Lift Handset “pickup” softkey will display 2. Press “Pickup” softkey 3. Press “Answer” softkey

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Call Park	<ol style="list-style-type: none">1. Press Park (soft key) and note the extension where the call is being parked2. Dial that extension to unpark the call
Meet Me	<ol style="list-style-type: none">1. Call switchboard operator to reserve a time and get the number2. Give the number to the conference participants <p><i>At conference time:</i></p> <ol style="list-style-type: none">1. Conference leader pick up phone and press “More” softkey and then press “MeetMe” softkey and dial number given by switchboard operator2. Participants call the 4 digit extension give by conference leader