IP PHONES

How do I place a call?

- Use the Receiver - Lift the handset and dial a number.
- Use the Speakerphone - Press the Speaker button and dial a number
- Redial the most recently dialed number - Press the Redial soft key.
- Dial from a Corporate directory - Press the Directories button. Select corporate directory, and press the search soft key. Press the Dial soft key to dial from the directory.

How do I end a call?

- The handset - return the handset to the cradle, or press the line button or the EndCall soft key.
- The Speakerphone - Press the Speaker button, the Line Button or the EndCall soft key.

How do I place a Conference Call?

1. During a call, press the CONFERENCE soft key. Doing so automatically activates a new line and puts the first party on hold.
2. Place a call to another number or extension.
3. When the call connects, press Confirm again to add the new party to the conference call. Repeat these steps to add parties to the conference call. Once the conference call initiator disconnects from the call, no additional parties can be added.

Tip: You can drop the last party added by pressing the SHOW soft key and selecting drop.

How do I transfer a call to another extension?

1. During a call, press the Transfer soft key. This puts the call on hold.
2. Dial the number or office extension to which you want to transfer the call.
3. When it rings on the other end, press Transfer again. Or, when the party answers, announce the call and then press Transf. (This is a consult transfer.)
4. If you are using a handset, hang up. If the party refuses the call, press the Resume soft key to return to the original call.

How do I place a call on hold?

- To place a call on hold press the Hold soft key while in a call.
- To take the call off hold presses the Resume soft key.

How do I change my voicemail message?

1. Press the VOICEMAIL Button on your phone. Enter your extension.
2. Enter your Voicemail Password, followed by the # key.
3. Press 7 for mailbox options.
4. Press 1 to change Voicemail Greeting.
5. Record Greeting and Press # when finished.

To change your voicemail message from your home phone or your cell phone follow these instructions.

1. Dial the Campus Main Number of 575-8000.
2. While Opening Greeting is playing your message is playing press *.
3. Enter your ID. Your ID is your 4 digit extension number.
4. Enter your Voicemail Password.
5. Press 7 for setup options.
6. Press 1 for Greetings and Transfers.

How do I check voicemail off-campus?

1. Dial the Campus Main Number of 575-8000
2. While Opening Greeting is playing PRESS * key
3. Enter the ID. Your ID is your 4 digit extension number.
4. Enter your Voicemail Password.
5. Listen and follow the systems prompts