

Phone Features






IT Services


Conference Phone Quick Guide



Basic Use

- **Make a Call:** Dial the number and press the **Phone**  button.
- **Answer a Call:** Press the **Phone**  button.
- **Ignore a call:** Press the **Reject** key whilst the phone is ringing to ignore incoming calls.
- **End a Call:** Press the **Phone**  button.



Redial a Number

- Press the **Redial**  button to redial the most recently dialled number.

Change the Volume

- To make the phone ring louder or quieter, press the **Volume** buttons. If you want to make a call louder or quieter, press these buttons whilst you are on the call.

Mute the Call for a Private Discussion

- Press the **Mute**  button to mute a call so that you cannot be heard. You can hear all other parties while Mute is enabled.
- Press the **Mute**  button again to un-mute the phone.

Put someone on Hold

- Press the **Hold** key to put the call on hold. The person on hold will hear music.
- Press the **Resume** key to resume the call.

Transfer a Call

1. During a call, press the **More** key then the **Trnsfer** key and the call is placed on hold.
2. Dial the person you want to transfer the call to and press the **Send** key.
3. Speak to the second person.
4. Press the **More** key.
5. Press the **Trnsfer** key to complete the transfer **OR** the **Cancel** key to cancel the transfer.

Three-way Conference Calls

1. Dial the first person's number and speak to the person.
2. Press the **More** key.
3. Press the **Confrnc** key to create a new call (the first caller is placed on hold).
4. Dial the second person's number and press the **Send** key.
5. When the second person answers, press the **More** button then the **Confrnc** key to include all the callers in the conference.
6. You are now talking to all the people in one conference call.
7. Press the **Hold** key on the conference originator's phone and the other people will be put on hold.
8. Press the **Phone**  button on the conference originator's phone to end the call. This will allow the other callers to continue with the conference. However, this will be at the University's expense.