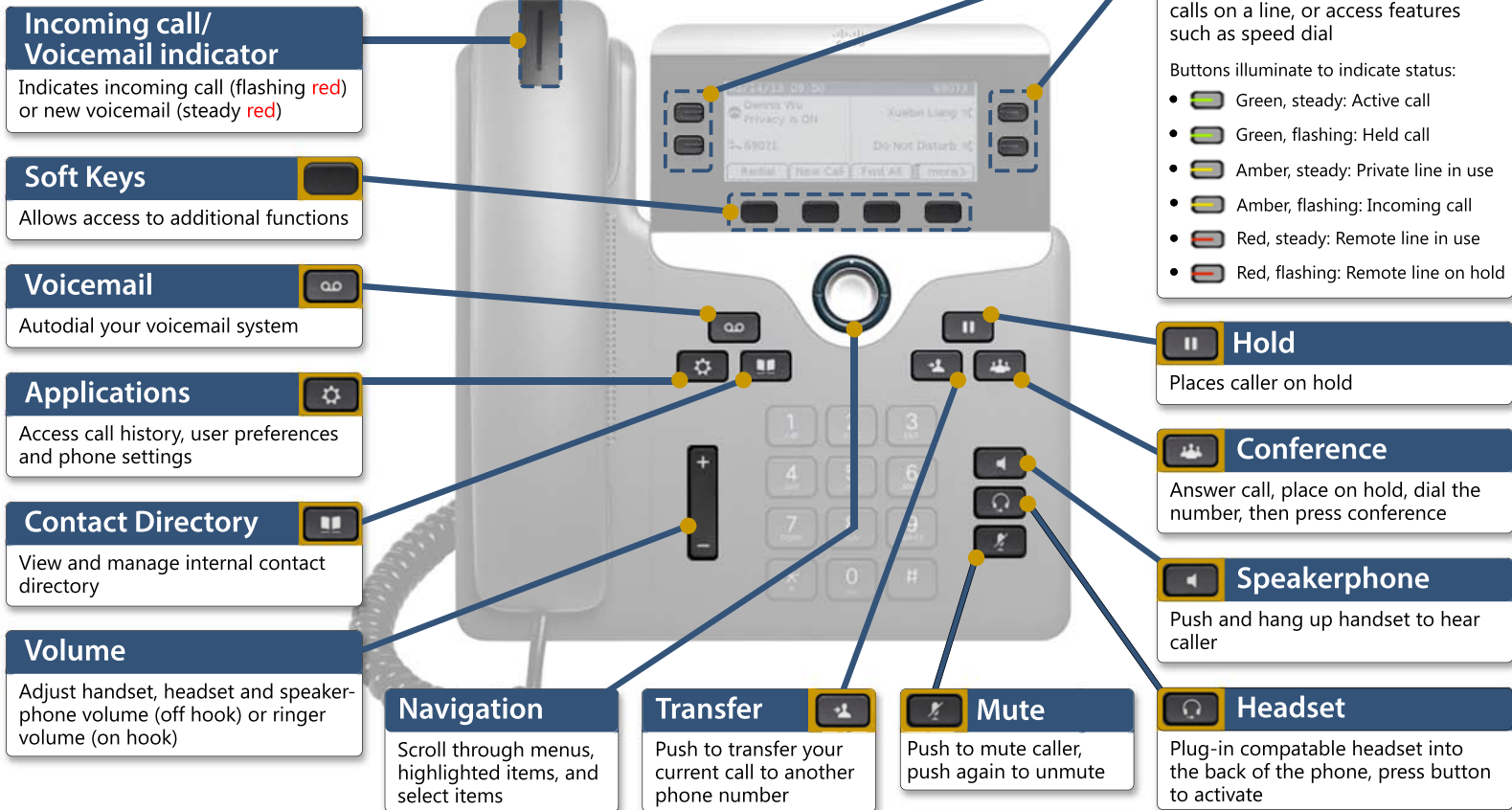


Phone Overview



How To Use Your Phone

To place a call:

- Pick up the handset and then dial, **OR**
 - Dial the number and press the speaker button (if using speakerphone), **OR**
 - Dial the number and press the headset button (if using a headset)
- *On-campus calls, dial 7-digit number, and off-campus calls, dial 10-digit number.

To answer a call:

- Lift the handset **OR**
- Press the speakerphone button (if using the speakerphone), **OR**
- Press the headset button (if using a headset)

Call Hold

Place a call on hold and answer it later.

- Step 1** Press the hold button to put a call on hold.
- Step 2** Press the hold button to resume the call.

Conference Call

To setup a conference call do the following:

- Step 1** While on an active call, press
- Step 2** Dial the # or extension of the next party
- Step 3** When the party answers, press

Transfer Call

- Step 1** While on an active call, press the transfer button
- Step 2** Dial the # or extension and press the transfer button

Configure Setting Options

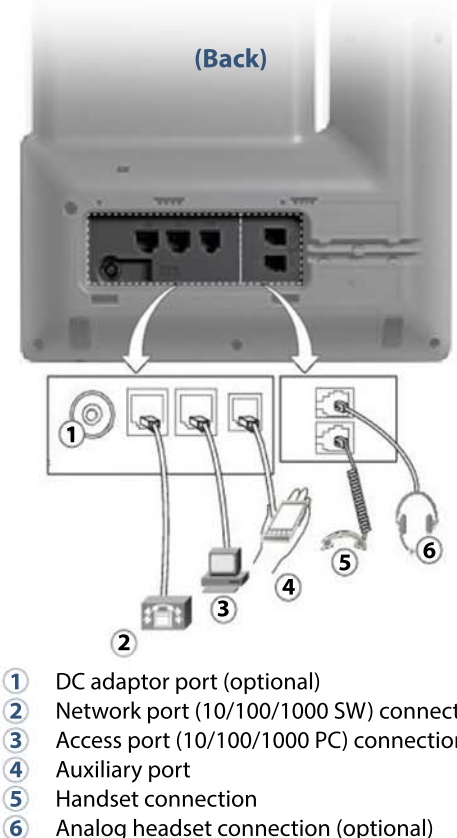
To configure phone options such as, ringtone, contrast, headset options, and backlight:

- Step 1** Press the applications button
- Step 2** Use the navigation button to scroll down, or press the number 2 button on the keypad.
- Step 3** Select the appropriate category of options you would like to configure.

How To Check Your Voicemail

Flip this page over to find voicemail details

How To Connect Your Phone



Voicemail

Access the U.C. Davis voicemail system by doing the following:

From your VoIP phone: Press the  and enter your password (Default for the first time is **053421**)

From a remote location: Dial (530)752-2500 and press the * key.

Enter your ID (10 Digit Phone #) and enter your PIN, followed by the # key.

The first time you access your voicemail it will prompt you for the following:

1. Add a recorded name
2. Setup your greeting
3. Setup your PIN (must be six digits long)
4. Change your listing status

Use these keys at anytime:

- 0** Help
- *** Cancel, exit, or back up
- #** Skip or move ahead, complete or confirm addressing, accept changes, send message, and start/stop recording

TO LISTEN TO MESSAGES

To listen to messages, press:

- 1** New messages
- 3** Old messages

1 Saved messages

2 Deleted messages

1 Review deleted messages

2 Erase all messages

During message summary or review, press:

- 1** Restart summary or message
- 2** Save
- 3** Delete
- 4** Reply
- 5** Forward
- 6** Save as new
- 7** Go back 3 seconds
- 8** Pause Message
- 9** Go forward 3 seconds
- #** Skip summary or message

When message playback is paused:

- 7** Restart message playback and go back 3 seconds
- 8** Restart message playback
- 9** Restart message playback and go forward 3 seconds

After reviewing message:

- 1** Replay message
- 2** Save
- 3** Delete
- 4** Reply
- 5** Forward
- 6** Save as new
- 7** Hear final 3 seconds of message

During Recording, press:

- 1** Stop recording and listen
- 3** Delete recording and start over
- #** Stop Recording

1 Message options

Send

Record message (optional)

Address message

TO SEND A NEW MESSAGE

To send a new message, press:

- 2** Send a message

Record a message

Address message

Recording Options:

- 9 1** Add name
- #** Send
- 1** Urgent
- 2** Return Receipt
- 3** Private
- 4** Future Delivery
- 5** Review Recording
- 6** Re-record
- 7** Add to message
- 9 2** Hear all names
- 9 5** Copy self
- #** Send
- 1** Urgent
- 2** Cancel
- 0** Later today
- 1** Tomorrow
- 2** Two days from now and so on
- 9** Enter month and day
- 1** Repeat
- 3** Delete
- *** Exit

SETUP

Setup options:

- 4** Setup options
- 1** Greetings
- 2** Message Settings
- 3** Preferences
- 4** Transfer Setting
- 1** Standard transfer rule
- 2** Alternate transfer rule
- 3** Close transfer
- 1** PIN change
- 3** Recorded name
- 4** Directory listing
- 1** Re-record
- 2** Turn on/off alt greeting
- 3** Edit other greeting
- 4** Play all greetings
- 1** Message notification
- 2** Menu style
- 3** Private list
- 1** Hear private list
- 3** Change names on list
- 1** Standard
- 2** Closed
- 3** Alt
- 4** Busy
- 5** Internal
- 6** Holiday
- 1** Set pager
- 2** Home phone
- 3** Work phone
- 4** Mobile phone
- 1** Brief menu

TO ADDRESS MESSAGES

To address messages:

By name (default): Spell the name, then press #

By number: Enter the number of the extension, location, or distribution list.

Multiple matches found

Single match found

Press number of desired recipient, or # for new search

- #** Confirm extension
- *** Cancel selection

1 Add another name

Start recording

To switch between addressing by name and addressing by number: **# #**

Additional Information

We hope this quick guide has been useful.

For a more detailed review of all available features, please visit us at:

<http://itcatalog.ucdavis.edu/service/voip>

