

LOG IN

Use **Extension Mobility** to log in to your phone by entering your **UserID** and **PIN**.

- 1) Press the **Applications** button.
- 2) Select **Login / Out**.
- 3) Enter your **UserID (Your UCL User Name – ‘UCXXXXX’)**
- 4) Enter your **PIN (Your Extension Number)**
- 5) Press the **Submit** softkey*.

At first Login you will be prompted to change your PIN

MAKE A CALL

To dial, lift the handset and enter a number. Or:

- a) Press the **Line 1** button (your extension).
- b) Press the **New Call** softkey*.
- c) Press the **Speaker** button.
- d) Press the **Headset** button.

TRANSFER

To transfer a call to another extension:

- 1) Press the **Transfer** button.
- 2) Enter the extension number required.
- 3) Speak privately with the dialed party.
- 4) Press the **Transfer** button again to connect the third party.

If there is no reply or the number is busy.

- 1) Press the **Cancel** softkey.*
- 2) Press the **Resume** softkey* to return to the caller.

CALL HOLD

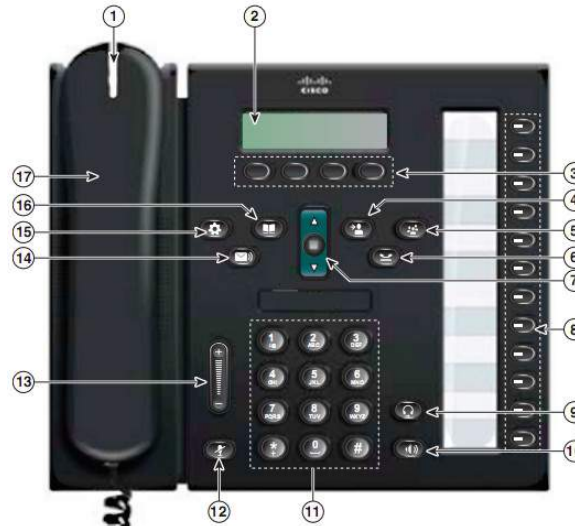
To place a call on hold:

- 1) Press the **Hold** button.
- 2) Press the **Resume** softkey* or the flashing green **Line** button to return to the caller.

TELEPHONE LAYOUT KEY

- 1) Handset light strip
- 2) Phone screen
- 3) **SOFTKEY BUTTONS ***
- 4) Transfer button
- 5) Conference button.
- 6) Hold button
- 7) Navigation bar and Select button
- 8) Line buttons
- 9) Headset button.
- 10) Speakerphone button
- 11) Keypad
- 12) Mute button
- 13) Volume button
- 14) Messages button
- 15) Applications button
- 16) Contacts button
- 17) Handset

** **SOFTKEY BUTTONS** are used to select context sensitive functions displayed along the bottom edge of the Phone Screen, They are used to control many of the major features of the phone.*



CONFERENCING

To create ad-hoc conference calls on the phone. The conference is initialized whilst on a call by:

- 1) Pressing the **Conference** button.
- 2) Dial the extension of the 3rd party you would like join the conference.
- 3) Press the **Conference** button to introduce the 3rd party into Conference.
- 4) To bring in additional parties repeat steps 1 – 3.

CALL PICKUP

If your extension is part of a group, a call ‘pick-up’ can be performed by:

- 1) Press the **PickUp** softkey*, your phone rings and displays the incoming call.
- 2) Lift the handset and press the **Answer** softkey* to accept the call.

CALL WAITING

An incoming call can be answered whilst another call is already underway, putting the first call on hold automatically:

- 1) Call waiting tone or indicator light on the handset rest.
- 2) Press the **Swap** softkey*.
- 3) Press the **Answer** softkey*.
- 4) Press **Swap** then **Resume** to return to the original call.

CALL HISTORY

To view your Call History.

- 1) Press the **Applications** button.
- 2) Select **Call History**.
- 3) Select **All Lines** or the line that you want to view.
- 4) To filter the call history, press the **Missed** softkey*.

To dial, scroll to a call and press the **Select** button in the **Navigation pad**, or the **Call** softkey*.

To view details for a call, highlight the call and press these softkeys*: **More > Details**.

DIRECTORIES

- 1) Press the **Contacts** button and select a Directory.
- 2) Enter search criteria and press the **Search** softkey*.
- 3) Select the listing and press the **Call** softkey*.

CALL FORWARD

To forward incoming calls to an alternate extension:

- 1) Press the **Fwd All** softkey*.
- 2) Enter the phone number to which calls are to be forwarded. For calls to go directly to Voice Mail, press the **Messages** button.
- 3) To cancel call forwarding, press the **Fwd Off** softkey*.

CALL PARK

Parking a call allows the call to be paused (parked) at one phone and retrieved at another. During a call:

- 1) Press the **Park** softkey*.
- 2) Note the 'Park Number' displayed on the screen, and hang up.
- 3) To retrieve at any other phone, lift the handset and enter the 'park number'. You will be reconnected to the call.

Note: If the call is not retrieved within a specified time it will revert to the phone that parked it.

VOICE MAIL

New message indicators:

- A solid red light on your handset.
- A stutter dial tone on the line (if enabled).
- A message waiting icon

To listen to messages, press the **Messages** button and follow the voice prompts. Or, press the **Line** button next to the voicemail icon, followed by the **Messages** button.

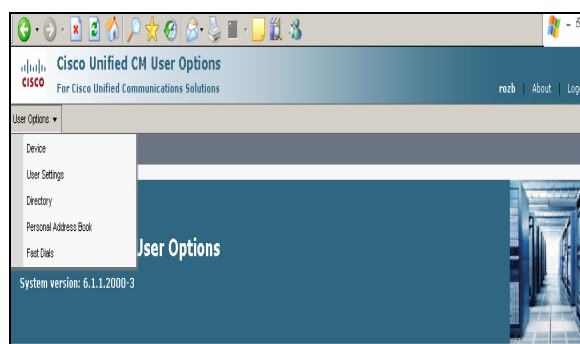
**THIS FEATURE IS NOT YET AVAILABLE
PLEASE EMAIL is-telecoms@ucl.ac.uk FOR
SPEED DIALS**

USER WEB PAGES

You can manage your phone via a web page including the configuration of call forwarding and the programming of speed dials.

To access your personal User Web Page from an internet Browser:

- 1) Go to <https://IP address/cmuser>
- 2) Log on using your **UserID** and **Password**



Use the drop down User Options list to manage your handset features.

BT iNet



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IP6961 TELEPHONE GUIDE

