SPEAKER PHONE
- To use your speaker phone, press the Speaker Phone button.
- To deactivate your speaker phone, press the Speaker Phone button again.

DO NOT DISTURB (DND)
The Do Not Disturb feature will send your calls directly to your voicemail.
- Press the DND function button to activate DND
- Dial *79 to deactivate DND. You will hear a system message indicating that the feature was turned off.

CONFERENCE CALLING
3-way conferencing allows you to connect two different parties and yourself on a call at the same time.
1. Dial the first party
2. Press the Conference button.
3. Dial the second party's number
4. When the second party answers, press the Conference button again to complete the action
5. Press the Drop softkey to end the call or hang up

CALL FORWARDING
Call forwarding allows your calls to ring at another number, such as the campus voicemail system.
Activate Call Forwarding
1. Press the Call Fwd soft key
2. Under ALL, enter the phone number you want your calls forwarded, such as 2933 for voicemail
3. Press the down arrow on the Navigation/Select button
4. Press the center of the Navigation/Selection button to toggle the check box ON
5. Press the Save soft key

Deactivate Call Forwarding
- Dial *73 to deactivate Call Forwarding.

CALL TRANSFERRING
Call transferring allows you to transfer an active call to another destination.
1. While on the call with the party you want to transfer, press the Transfer button.
2. Dial the recipient's number
3. Stay on the line to announce the caller (Press Cancel to cancel the transfer)
4. Press the Transfer button

TRANSFER CALL TO VOICEMAIL
1. While on the call with the party you want to transfer, press the Transfer button.
2. Press *55 on your phone
3. To transfer to your own voicemail box, press the # key
4. To transfer to another individual's voicemail box,
   - Enter their extension
   - Press the # key on your phone
5. To cancel, press the * on your phone

GETTING ASSISTANCE
Help Desk
661-654-2307
helpdesk@csub.edu

OVERVIEW
Your VOIP phone operates much like your existing or previous telephone. As such, you can make and receive calls, access your voicemail, forward and transfer calls, and place calls on hold or speakerphone. This Quick Start Guide will help you with basic call handling.

PLACING A CALL
To make a phone call,
1. Lift handset
2. Dial the number
3. Wait for the ringing to begin (on occasion, this may take a few seconds)

ENDING A CALL
To end a phone call,
• Hang up or press the End button.

ANSWERING A CALL
To answer a phone call,
• Lift handset or press the Line button

IGNORING A CALL
The Ignore a Call feature allows you to send an incoming call directly to your voicemail. To ignore a call,
• Press the End button when the phone is ringing.
**MUTING / UNMUTING**

Muting allows you to turn the sound off, so the caller cannot hear you.

- Press the Mute button to mute the call
- Press the Mute again to unmute.

**HOLDING AND RESUMING**

Placing a call on Hold allows you to use your phone for other operations without interfering with an active call.

- Press the Hold button to place a call on hold.
- Press the Hold button again to resume the call.

**REDIALING**

Redialing allows you to redial a person who called you previously or to call the last number dialed. To redial a number,

1. Press the Redial button once to access a list of recently dialed numbers.
2. Use the Up and Down keys on the Navigation/Selection (9) button to scroll through the entries.
3. Press the Select (9) key button or Dial soft keys to redial the selected number.
4. Or, press the Redial button number, when the phone is ringing.

**ADJUSTING THE VOLUME**

You can adjust the volume while on a call.

- Press the Volume button toward the left to lower volume and toward the right to increase the volume.

**CALLERS LIST**

A list of the last of up to 200 incoming calls.

- Press the Callers button

---

**PHONE BUTTONS**

1. Speakerphone  
2. Handset  
3. Function buttons  
4. Presence key  
5. LCD Screen Display  
6. Soft keys  
7. Message waiting  
8. Directory  
10. Transfer button  
11. Conference button  
12. End button  
13. Hold/Pickup  
14. Options button  
15. Mute button  
16. Volume button  
17. Dial pad  
18. Callers list button  
19. Redial button  
20. Line/call buttons  
21. Speaker/headset button