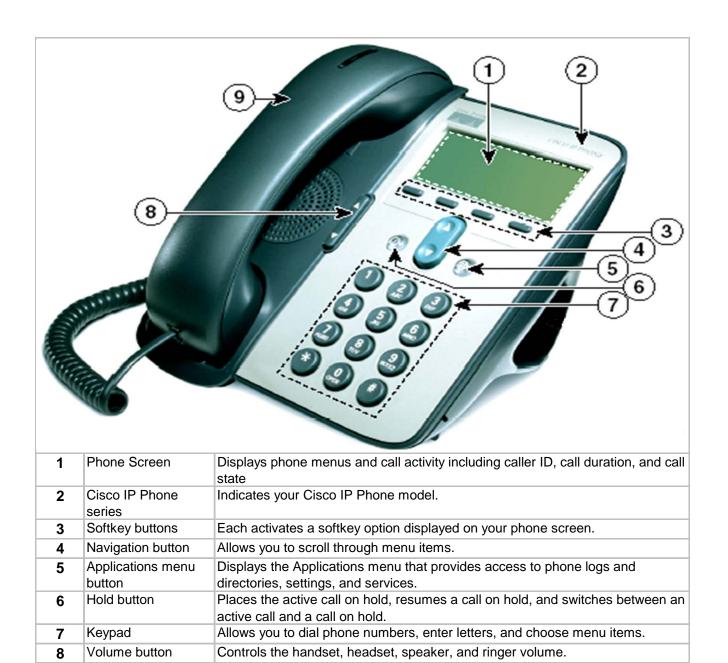
Common Phone Tasks		
Place a call	Go off-hook before or after dialing a number	
Redial a number	Press Redial.	
Hold/resume a call	Highlight the call, and press	
Forward phone	Press <b>more</b> softkey, press <b>CFwdAll</b> , enter the 4-digit extension or press the <b>Msgs</b> softkey to forward to voicemail. Note: Do not forward the phone to voicemail by forwarding to x5000, it will not work correctly.	
Transfer a call	Press <b>Transfer</b> , dial the number, then press <b>Transfer</b> again.	
Conference Call	Press, <b>more</b> > <b>Confrn</b> , dial the participant, then press <b>Confrn</b> again.	
Call Pickup	Lift the handset, press PickUp	

Phone Screen Icons	
≘→	Call Forwarding enabled
•	Call on hold
0	Connected call
4	Off-hook
<b>=</b>	On-hook
272	Incoming call
e	Shared line in use
~	Handset in use
<b>4</b>	Speaker in use (Monitor only)
$\square$	Message Waiting
æ	Option selected
•	Feature enabled

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Handset w/ light strip The light strip on the handset indicates an incoming call or new voice message.

Softkey Definitions		
*Note: Not all softkeys are available on all phones		
AbbrDial	Dial using a speed-dial index	
	number	
Answer	Answer a call	
CallBack	Receive notification when a	
	busy extension becomes	
	available	
Cancel	Cancel an action or exit a screen	
	without applying changes	
CFwdALL	Setup/call call forwarding	
Clear	Delete records or settings	
Close	Close current window	
ConfList	View conference participants	
Confrn	Create a conference call	
Delete	Remove characters to the right	
	of the cursor when using	
	EditDial	
Details	Opens the Details call record for	
	a multiparty call in the Missed	
	Calls and Received Call logs	
Dial	Dial a phone number	
DirTrfr	Transfer two calls to each other	
EditDial	Edit a number in a call log	
EndCall	Disconnect the current call	
Erase	Reset settings to their defaults	
Exit	Return to the previous screen	
Hlog	Log out of hunt group	
iDivert	Send a call directly to voicemail	
Join	Join several calls on a single line	
	to create a conference	
Monitor	Listen to a call on the speaker	
MonOff	Disable the Monitor function	
more	Display additional softkeys	
Msgs	Dial the voicemail system	
NewCall	Make a new call	
PickUp	Answer a call within your group	

Softkey Definitions (cont.)		
Redial	Redial the most recently dialed number	
Remove	Remove a conference participant	
RmLstC	Drop the last party added to a conference call	
Search	Search for a directory listing	
Transfer	Transfer a call	
Update	Refresh content on screen	
<<	Delete entered characters	
>>	Move through entered characters	

Call Logs and Directories		
Dial from a call log	Press and select <b>Directories</b>	
	> Missed Calls, Placed Calls,	
	or <b>Received Calls</b> . Scroll to the	
	number to call and press Dial.	
Dial from a	Press and select <b>Directories</b>	
corporate directory	> Corporate Directory. Enter	
	letters and press <b>Search</b> . Scroll	
	to correct person and press <b>Dial</b> .	

## 911 Calls and Location Enforcement

Your phone will prompt you to enter the location of your phone. It is very important you enter this information as accurately as possible; this information is provided to the campus police when your phone dials 911. If you need help entering this information, please visit <a href="https://www.umkc.edu/is/nt/ip911.asp">www.umkc.edu/is/nt/ip911.asp</a>.

If you need further assistance, please call the Telecommunications Help Line at 816-235-1191

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