HANDSET OVERVIEW

Volume up
Volume down
Softkeys
START
Function key (FCN)
Headset jack
NavOK
END
Nav keys
LINE
Microphone
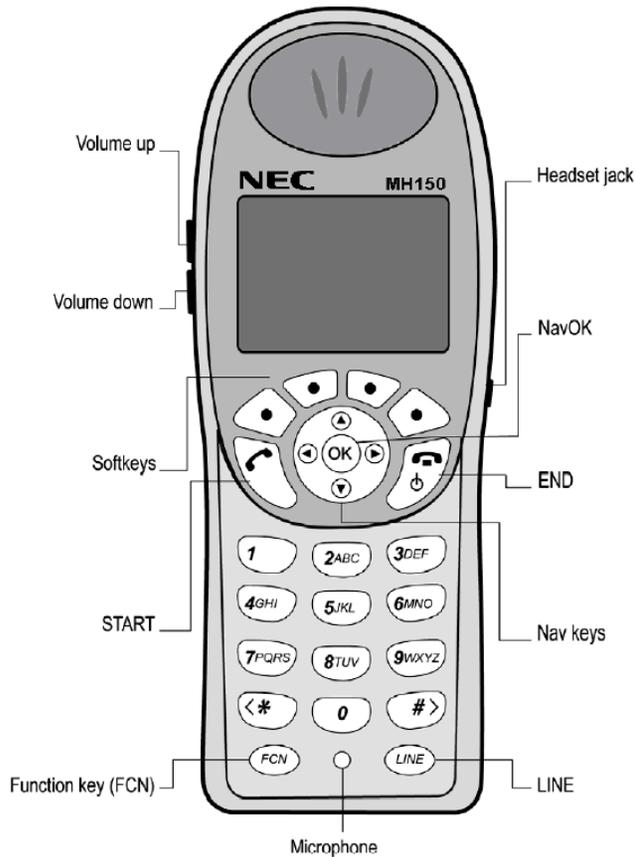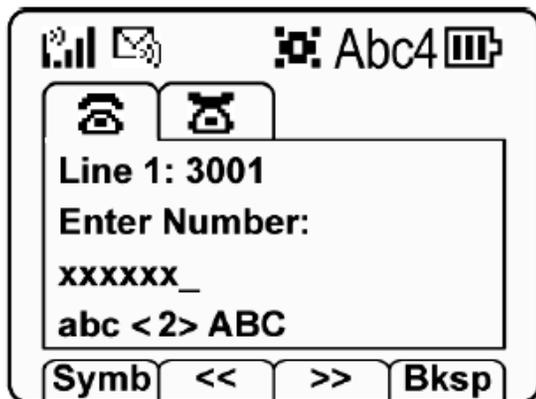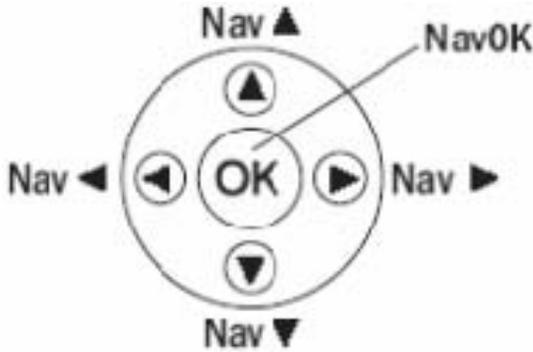
HANDSET DISPLAY

The Handset Display provides information about the status of the handset and the options tabs

Line 1: 3001
Enter Number:
xxxxxx_
abc <2> ABC
Symb   <<   >>   Bksp

NAV KEYS

Press the **[Nav▲ ▼ ◄►] keys** to navigate through menu choices
Press **[NavOK]** to accept selected choice

Nav ▲   NavOK
Nav ◄   (OK)   Nav ►
Nav ▼

STATUS AND CALL ICONS

OFF-HOOK icon indicates the handset is off hook (call in progress or dial tone).

SIGNAL STRENGTH icon indicates the strength of the handset's reception.

SPEAKER MODE icon displays when the handset speaker phone is active.

VOICE MAIL icon displays when new messages are in your voicemail box.

BATTERY icon indicates the charge level. 3 bars inside the icon indicates a strong charge.

LOCKED indicates when the keypad lock is engaged. Press the soft key beneath UNLK followed by the # key to unlock the keypad.

FREE INFORMATION CALLS (IN PLACE OF 411)

Calls can be made from any office, home or cellular telephone; GREAT ways to find information for FREE!

- 1-800-YELLOWPAGES (1-800-935-5697) - To search for US and Canadian businesses ONLY
- 1-800-FREE-411 (1-800-373-3411) - To search for US businesses or residences

Rev June 2012

UNIVERSITY of ROCHESTER

Quick Reference For

WiFi Wireless

MH150 Handset

For Information or Assistance:

University IT

Phone: (585) 275-2000
Email: univithelp@rochester.edu
Online: www.rochester.edu/it

TURNING THE HANDSET ON/OFF

To turn the handset on:
- Press and hold the **[END]** key for two seconds
- A startup tone will play while the handset initializes

To turn the handset off:
- Press and hold the **[END]** key for two seconds to power the handset off

PLACING A CALL

Dialing internally, to a 5-digit University extension:
1. Enter the extension number using the **[KEYPAD]**
2. Press the **[START]** key

Dialing externally, to a 7-digit telephone number:
1. Enter 9 followed by the telephone number using the **[KEYPAD]**
2. Press the **[START]** key

Outbound Caller ID
When dialing externally, using 9 and the telephone number, displays the University's generic outbound caller ID information, 585-756-4800.

Automatic Number Identification (ANI) displays your number when calling outside of the University telephone system.
1. Enter * 9 followed by the external phone number using the **[KEYPAD]**
2. Press the **[START]** key
3. Your telephone number will display on the called number if it is equipped to display Caller ID

ANSWERING AN INCOMING CALL

As your handset rings, the calling number or name display will be displayed on the handset
- Press the **[START]** key to answer a call

ENDING A CALL

- Press the **[END]** key to hang up and end a call

HOLD

Hold allows you to place a call on hold.
1. While the call is active, press the soft key beneath the HLD tab
2. Press the soft key beneath the RTY tab to retrieve your call

TRANSFER

Transfer allows you to send an active call to another extension.
1. While the call is active, press the soft key beneath the HLD tab
2. Dial the desired telephone number
3. Announce the caller to the recipient
4. Hang up to release the call to the recipient

RINGING VOLUME AND VIBRATION

To adjust ringer volume:
- Press the **[VOLUME UP]** and **[VOLUME DOWN]** keys *while the handset is ringing* to adjust the ringer volume

To switch between ringing, silent, and vibrate:
1. Press the **[Nav▶]** key until the PROF tab is visible
2. Press the soft key beneath the PROF tab for USER PROFILES
3. Use the **[Nav▼]** and **[Nav▲]** keys to select desired ringing volume, vibrate, or silence
4. Press **[NavOK]** to activate desired setting

SPEAKER PHONE

To activate hands-free mode prior to placing a call:
1. Press the **[START]** key; display will illuminate and dial tone will sound
2. Press the soft key beneath the SPEAKER tab
3. Select "Speakerphone" from the pop-up menu
4. Press the **[OK]** key; the handset is now in speaker mode

To activate hands-free mode during a call:
1. Press the FEATURE tab
2. Select "Speakerphone" from the pop-up menu
3. Press the **[OK]** key; the handset is now in speaker mode

CALL FORWARDING

To activate call forwarding for internal calls:
1. Enter *40 followed by the extension you wish to forward calls to
2. Press the **[START]** key; receive fast busy tone

To activate call forwarding for external calls:
1. Enter *41 followed by the extension you wish to forward calls to
2. Press the **[START]** key; receive fast busy tone

To remove call forwarding for internal calls:
1. Enter #40
2. Press the **[START]** key; receive fast busy tone

To remove call forwarding for external calls:
1. Enter #41
2. Press the **[START]** key; receive fast busy tone

Note: Always place test calls to your phone after setting or removing forwarding to ensure that calls are routing as you intend.

CONFERENCE CALL

WiFi Wireless Handsets are unable to initiate conference calls at this time, but can participate in conference calls initiated by other University telephones.

PHONEBOOK

Phonebook allows you to program frequently dialed numbers into the handset.

To add a contact to your contact list:
1. Press the soft key beneath the PHBK tab
2. Press the **[NavOK]** key to enter a new listing
3. Enter the contact information using the **[KEYPAD]**
4. Press the **[END]** key to confirm entry

To place a call to a contact:
1. From the Phonebook, use the **[Nav▼]** and **[Nav▲]** keys to select the contact you wish to call
2. Press the **[NavOK]** key to place the call

CALL LOGS

Call Lists allow users to view recent missed, received, and placed calls.

To view a call list:
1. Press the soft key beneath the LOGS tab
2. Press the **[OK]** key
3. Select "Call Lists" from the pop-up menu; the call list is now displayed

To choose between different call lists:
1. From the Call List, press the soft key beneath the TYPE tab
2. Use the **[Nav▼]** and **[Nav▲]** keys to select the log you wish to view
3. Press the **[OK]** key; the selected call log is now displayed