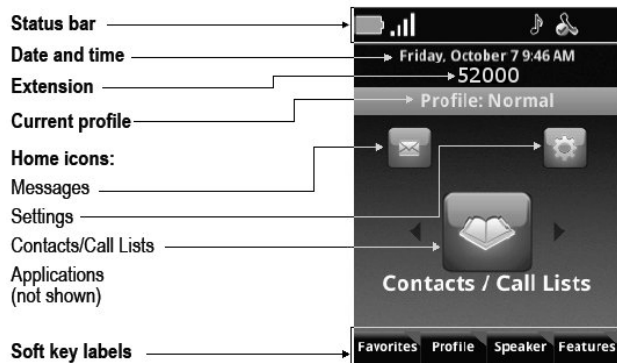


## HANDSET OVERVIEW

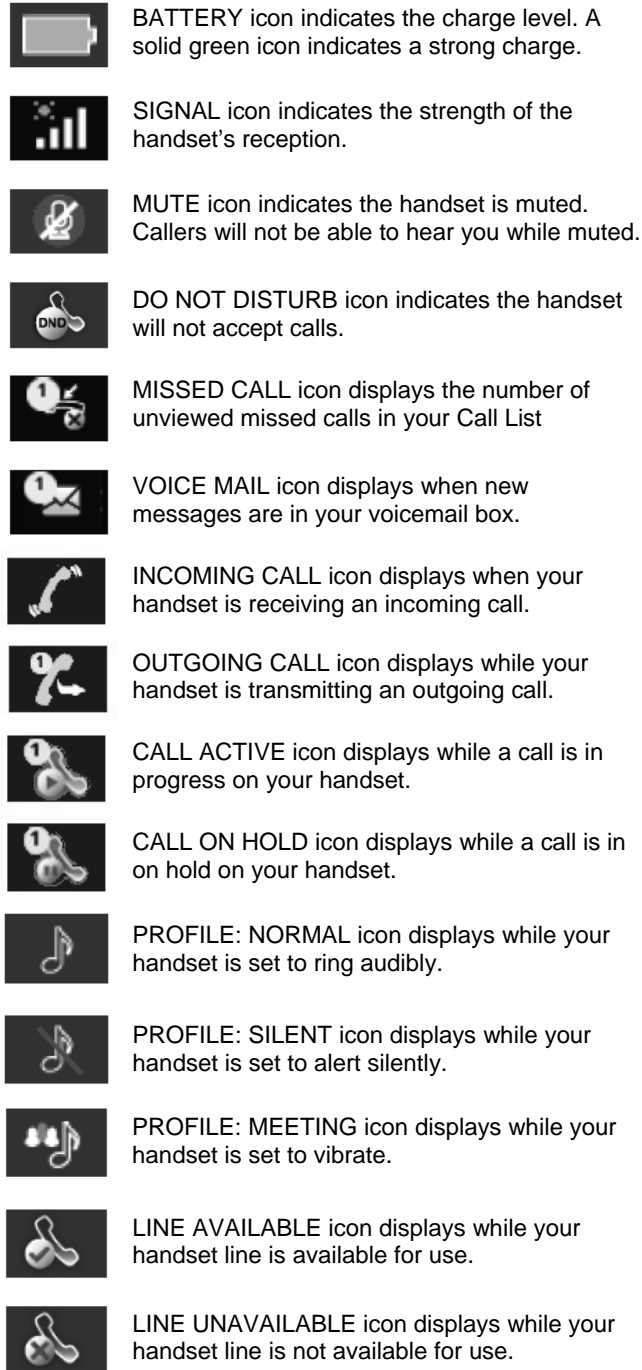


## HOME SCREEN

The Home Screen provides information about the status of the handset and the Home Icons



## STATUS AND CALL ICONS



## Quick Reference For

# WiFi Wireless

## Spectralink Handset



## For Information or Assistance:

## University IT

**Phone:** (585) 275-2000

**Email:** [univithelp@rochester.edu](mailto:univithelp@rochester.edu)

**Online:** [www.rochester.edu/it](http://www.rochester.edu/it)

## TURNING THE HANDSET ON/OFF

### To turn the handset on:

- Press and hold the [END] key for two seconds

### 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 will be displayed on the handset

- Press the [START] key to answer a call

## HOLD

Hold allows you to place a call on hold.

1. While the call is active, press the soft key beneath the HOLD tab
2. Press the soft key beneath the RESUME 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 TRANSFER tab
2. Dial the desired telephone number
3. Announce the caller to the recipient
4. Hang up to release the call to the recipient

## ENDING A CALL

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

## RINGING VOLUME AND VIBRATION

### To adjust ringer volume:

- Press the [VOLUME UP] and [VOLUME DOWN] keys to adjust the ringer volume

### To switch between ringing, silent, and vibrate:

1. Press the soft key beneath the PROFILE tab
2. Use the [▼] and [▲] keys to select "Normal," "Silent," or "Meeting" (Vibrate) profiles from the pop-up menu
3. Press [OK] 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.

## CONTACTS

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

### To add a contact to your contact list:

1. Use the [◀] and [▶] keys to select CONTACTS/ CALL LISTS from the Home Screen
2. Press the [OK] key
3. Select "Contact Directory" from the menu and press the [OK] key
4. Press the soft key beneath the ADD tab
5. Enter the contact information using the [KEYPAD]
6. Press the soft key beneath the SAVE tab when finished

### To place a call to a contact:

1. From the Contact Directory, use the [▼] and [▲] keys to select the contact you wish to call
2. Press the [START] key to place the call

## CALL LISTS

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

### To view a call list:

1. Use the [◀] and [▶] keys to select CONTACTS/ CALL LISTS from the Home Screen
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 [▼] and [▲] keys to select the type of call list from the pop-up menu
3. Press the [OK] key; the selected call list is now displayed

## 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