HANDSET OVERVIEW



items Enables or disables menu items

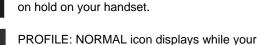
Mode you can use any of these keys to answer an incoming call instead of pressing the Start key or Answer soft key

returns to the Home screen Rejects an incoming call Terminates a

conference call · Powers the handset on or off when held

down for about two seconds







PROFILE: SILENT icon displays while your handset is set to alert silently.

PROFILE: MEETING icon displays while your handset is set to vibrate.



LINE AVAILABLE icon displays while your handset line is available for use.



LINE UNAVAILABLE icon displays while your handset line is not available for use.

Rev June 2012



Quick Reference For

WiFi Wireless

Spectralink Handset



For Information or Assistance: -

University IT

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

HOME SCREEN

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

Status bar	<i>&</i> €
Date and time	Friday, October 7 9:46 AM
Extension —	→52000
Current profile	→ Profile: Normal
Home icons:	
Messages	
Settings	
Contacts/Call Lists	
Applications (not shown)	Contacts / Call Lists
Soft key labels	Favorites Profile Speaker Features



STATUS AND CALL ICONS

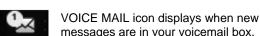
handset's reception.

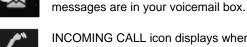
will not accept calls.











INCOMING CALL icon displays when your handset is receiving an incoming call.

BATTERY icon indicates the charge level. A

solid green icon indicates a strong charge.

SIGNAL icon indicates the strength of the

MUTE icon indicates the handset is muted.

Callers will not be able to hear you while muted.

DO NOT DISTURB icon indicates the handset

MISSED CALL icon displays the number of unviewed missed calls in your Call List

OUTGOING CALL icon displays while your handset is transmitting an outgoing call.



CALL ACTIVE icon displays while a call is in progress on your handset.

CALL ON HOLD icon displays while a call is in



handset is set to ring audibly.















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
- 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
- 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