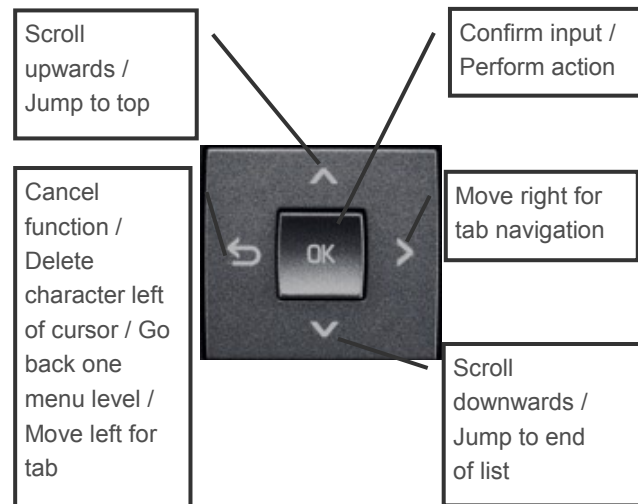


KEYS LAYOUT AND OPERATION

FIXED FUNCTIONS KEYS

Phone	Display Phone screen	Messages	Access Messages
Services	Open Settings Menu	Call Log	Access log of calls dialed & received
Speaker	Activate/Deactivate Speakerphone	Directory	Access Phone Directory
Headset	Activate/Deactivate the Headset	Forward	Call Forwarding control & options
Vol. +	Increase the volume	Conference	Establish a conference call
Vol. -	Decrease the volume	Transfer	Transfer a call
Mute	Deactivate/Activate the microphone	Hold	Place a call on hold

NAVIGATION KEYS



DISPLAY ICONS OVERVIEW

DISPLAY ICONS IN IDLE STATE

Icon	Description
	You have one or more new missed calls
	Call Forwarding is active for all incoming calls
	You have one or more new messages

DISPLAY ICONS DURING A CALL

Icon	Description
	You are on an active call
	Your call has been disconnected
	You placed the call on hold
	The other party placed the call on hold

DISPLAY ICONS WHEN FEATURE IS ACTIVATED

Icon	Description
	The Do Not Disturb function is active
	The Ringer is turned off

CONTEXT SENSITIVE SOFT KEYS



VOICE OVER IP DESK PHONE

Quick Reference Guide



VoIP Desk Phone IP 55G



University Information
Technology Services

ANSWERING A CALL

- Lift handset, or
- For hands free mode: press **Speaker**, or
- If headset is connected: press **Headset**, or
- Press **Accept** soft key under phone screen

DEFLECTING AN INCOMING CALL WHILE RINGING

- Press the **Deflect** soft key under screen
- Press the soft key that corresponds to the voicemail access phone number

DIALING A PHONE NUMBER

- Lift handset, dial number and press **OK**, or
- Dial number and lift handset, or
- For hands free mode: dial number and press **OK**, or
- If headset is connected, dial number and press **OK**

DIALING A NUMBER FROM THE CALL LOG

- Press **Call Log** key
- If needed, press **Call Log** key to cycle through the call log tabs
- Select the desired entry and press **OK** to dial

ENDING A CALL

- Hang up, or
- For hands free mode: press **Speaker**, or
- If headset is connected, press **Headset**, or
- Press **Disconnect** soft key under screen

MAKING A CONFERENCE CALL

- During a call, press the **Conference** key
- Dial the telephone number and press **OK**
- Once the party answers, press the **Conference** key to join all parties

MUTING A CALL

- Press the **Mute** key

PLACING A CALL ON HOLD OR RETRIEVING THE CALL

- During an active call, press the **Hold** key
- To retrieve a held call, press the **Hold** key

REDIALING THE LAST DIALED NUMBER

- Lift handset or press **Speaker**
- Press **Redial** soft key under phone screen.

SETTING UP CALL FORWARDING

- Press the **Forward** key
- Press the **Settings** soft key under screen
- Select between All Calls, Busy, or Ring No Answer
- Press **Enter Destination** soft key
- Dial the destination
- Press the **Save** soft key

SWITCHING TO HANDS FREE MODE DURING A CALL

- Press **Speaker** key
- Replace handset

TRANSFERRING A CALL

- During a call, press the **Transfer** key
- Dial the desired extension and press **OK**
- When the party answers, announce the call and hang up
- If the party does not answer or does not want to join, press the **Drop and Return** soft key under the phone screen to disconnect connection and return to call on hold

TURNING CALL FORWARDING ON OR OFF

- Press the **Forward** key

TURNING THE DO NOT DISTURB MODE ON

- Press the **DND On** soft key under phone screen

TURNING THE DO NOT DISTURB MODE OFF

- Press the **DND Off** soft key under phone screen

TURNING THE RINGER OFF

- Press the **Ringer Off** soft key under phone screen, or
- Press and hold for 3 seconds the asterisk button on the dial pad

TURNING THE RINGER BACK ON

- Press the **Ringer On** soft key under phone screen, or
- Press and hold the asterisk button on the dial pad for 3 seconds

NEED HELP?

Further documentation and online tutorials can be found on the UITS website at:

<http://uits.kennesaw.edu/voip>

For additional assistance, please contact the KSU Service Desk:

470-578-6999

service@kennesaw.edu