For use in:
- Shared offices (e.g. Department, Part-time Faculty)
- Staff and Faculty offices

<table>
<thead>
<tr>
<th>Area on Image</th>
<th>Feature Description</th>
<th>Area on Image</th>
<th>Feature Description</th>
<th>Area on Image</th>
<th>Feature Description</th>
<th>Area on Image</th>
<th>Feature Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Handset</td>
<td>5</td>
<td>Soft keys (Function on display)</td>
<td>9</td>
<td>Home button</td>
<td>13</td>
<td>Headset button</td>
</tr>
<tr>
<td>2</td>
<td>Speakerphone</td>
<td>6</td>
<td>Back button</td>
<td>10</td>
<td>Hold button</td>
<td>14</td>
<td>Speakerphone button</td>
</tr>
<tr>
<td>3</td>
<td>Extension buttons</td>
<td>7</td>
<td>Navigation buttons</td>
<td>11</td>
<td>Transfer button</td>
<td>15</td>
<td>Mute button</td>
</tr>
<tr>
<td>4</td>
<td>Display screen</td>
<td>8</td>
<td>Select button</td>
<td>12</td>
<td>Volume button</td>
<td>16</td>
<td>Call and voicemail indicator light</td>
</tr>
</tbody>
</table>
Basic Features

Transfer directly to a campus ext (Blind)
- Press the transfer button to the left of the number keys. Or press the Transfer soft key.
- Enter the extension you want to transfer the call to.
- Press the Send soft key to complete the transfer. Or press Cancel to return to the caller.

Announce a transfer (Consultative)
- Press the transfer button to the left of the number keys. Or press the Transfer soft key.
- Press the Consultative soft key.
- Enter the extension you want to transfer to.
- Press the Send soft key to continue the transfer. Or press Cancel to return to the caller.
  - If the call is answered, press the Transfer soft key to complete the transfer or the Cancel soft key to cancel the transfer and return to the original caller.
  - If the call is not answered, press the Cancel soft key to return to the original caller.

Transfer directly to a voicemail box
- Press the More soft key until you see the T2VM soft key
- Press the T2VM soft key.
- Enter the extension you want to transfer to.
- Press the Enter soft key. The caller has been transferred to the voicemail of the extension you entered.

Accessing Voicemail
- Enter *86 and then press the Dial soft key to access your voicemail.
- Enter your PIN code followed by #.
- Make your selections from the voicemail main menu.

Call Forward
- Press the More soft key.
- Then press the Forward soft key
- Press 1 or the select button to choose Always.
- Enter the campus extension that you want to forward your calls to.
- Press the Enable soft key.

To cancel Call Forward:
- Press the More soft key.
- Then press the Forward soft key.
- Press 1 or the select button to choose Always.
- Press the Disable soft key to turn off call forwarding.

Conference Calling
- While on a call, press the More soft key.
- Then press Conference.
- Enter the campus extension or phone number that you want to add to the conference call.
- Press the Send soft key.
- When the second call is answered, press the More soft key and then press the Conference soft key to connect the calls.

Rebooting your phone
- Press the Home button.
- Then press 9 or scroll and select Settings.
- Press 1 or the select button to choose Basic.
- Press 7 or select Reboot Phone and then press Yes to reboot your phone.

For assistance with your phone, contact IT Services at ext. 126

Additional Zoom support is available at: support.zoom.com.