**Navigation Keys:**
- Press \( \leftarrow \) or \( \ightarrow \) to scroll.
- Press \( \downarrow \) or \( \uparrow \) to step in/out of menus or toggle enabled/disabled.
- Press \( \odot \) for enter or select.

**Do Not Disturb:**
- Press \( * \) on the phone, and then select Features, followed by Do not Disturb using the Navigation Keys to prevent the phone from ringing for incoming calls.
- An icon appears to confirm that DND is enabled.
- To disable this feature, press \( * \) again on the phone, and then select Features, followed by Do not Disturb using the Navigation Keys.
- If voice mail is set up, calls will automatically go to voice mail when DND is activated. If no voice mail is set up, callers will receive a busy signal.

**Malicious Call Trace:**
This feature should only be used to identify a phone number if the call is threatened or harassing. This feature automatically records the calling number in an electronic log at UTPD even if it is blocked from Caller ID. Using Customer Originated Trace should be considered the same as filing a complaint with UTPD.

To Activate:
- After receiving a threatening or harassing phone call, hang up the line.
- Immediately following, but before making another call, pick up line and dial *57.
- You will receive the following confirmation message: “You have successfully traced your last incoming call.”
- After activating Customer Originated Trace, you should then contact UTPD at 471-4441. Since this information is confidential, it can only be viewed by the University’s law enforcement agency.

Additional Note: If feature is unavailable, you receive a “fast busy” signal. This feature is unavailable on elevator phones as well as lines that automatically dial another number.

**Call Lists:**
From the idle screen:
- Press \( \leftarrow \) for Speed Dial.
- Press \( \rightarrow \) for Missed and Received Calls.
- Press \( \uparrow \) to go back to prior screen or until you see a X icon.
- Press \( \odot \) for Placed Calls.

**Call Logs:**
All received and placed calls are logged and can be accessed via your phone.
- Press \( \leftarrow \) on the phone unit, then Features, and then Call Lists using the navigation keys.
- Select Call Lists from the menu. From this screen you can review all received and placed calls.
- You can also choose the appropriate soft key to view detailed call information by pressing \( \odot \) to save the contact to your directory, or delete the call from the list.
- Press \( \odot \) to return to the main screen.

**Other Features:**
To change the number of rings:
Dial 33 followed by:
- Press 2 = 4 rings, Press 3 = 6 rings, Press 4 = 7 rings,
- Press 5 = 9 rings, Press 6 = 11 rings, Press 7 = 13 rings,
- Press 8 = 14 rings.

***Please refer to the UT Voice Mail Guide to set up your voice mail.
### Placing a Call:
Placing a call requires only two steps, which can be performed in any order:
- Dial the number - For inter-campus calls, dial the 5 digit extension number. For outside calls, dial 9 + 10 digit number. **For international calls, dial 88 + auth code + * + 011 + number.**
- Pick up the handset or press  or .

**NOTE:** You can switch to a different call mode while a call is in progress by lifting the handset or pressing  or .

### Answering a Call:
- For calls to your primary line, lift the handset or press the  or  (if connected) keys.
- For calls on other lines assigned to your phone, lift the handset or press the  or  (if connected) key and press the button beside the flashing line button .

### Releasing a Call (Hang Up):
- Replace the handset on the hook switch or press the End Call Key.
- If using a headset or speakerphone, press  or  (if connected) keys.

### Hold/Resuming a Call:
- To place a call on Hold—press the Hold key on the phone unit.
- While the call is on hold you can hang up the receiver.
- To reconnect—press the Resume soft key.

### Muting Your Line:
- While on an active call press .
- You will still hear all other parties while mute is enabled, but other parties cannot hear you.
- To un-mute, press again.

### Call Waiting:
- To answer a call waiting call: Press  to highlight the call, and then press the Answer soft key. The original call is now on hold and you are connected to the new call. To return to the original call, press the  then .

### Call Forwarding:
To forward all calls to another number, pick up hand set:
- Campus: dial 72 and 5-digit campus number.
- Off campus: dial 72 and 9 + 10-digit number.
- To voice mail: dial 72 and 28886.
- To turn off feature, dial 73.

To forward calls when line is busy:
- Campus: dial *82 and 5-digit number.
- Off campus: dial *82 and 9 + 10-digit number.
- To voice mail: dial *82 28886.
- To turn off feature, dial *83.

To forward calls to another number when you don’t answer the phone:
- Campus: dial *84 and 5-digit number.
- Off campus: dial *84 and 9 + 10-digit number.
- To voice mail: dial *84 28886.
- To turn off feature, dial *85.

To modify the number of rings before forwarding, see "Other Features."

### Transfer a Call:
All users have the ability to transfer active calls to other numbers (internal or external). Transfers can be done either as "Blind" or "Consultative" where you can consult or announce the transfer before transferring a call.

To initiate a "Consultative/Supervised" transfer:
- In an existing 2-party call: press the Transfer soft key (soft keys are located at the bottom of your phone’s screen). Dial the transfer target. When the transfer call is answered, you will be able to speak with the transfer target while the caller is on hold. Press the Transfer soft key again to transfer the caller to the transfer target. Hang up. If transfer target does not pick up and you would like to retrieve the call back, press cancel.

To initiate a "Blind" transfer:
- In an existing 2-person party call, Press the Trans soft key, then press the Blind soft key, and dial phone number. Hang up.

### Conference a 3rd Party:
All users have the ability to add a 3rd party onto an active call.
- In an existing 2-party call, press the Conference soft key (soft keys are located at the bottom of your phone’s screen). Dial the transfer target. When the transfer call is answered, you will be able to speak with the transfer target while the caller is on hold. Press the Conference soft key again to initiate a 3-party call with yourself, the caller and the transfer target. Hang up.

### Contact Directory:
Please visit https://wikis.utexas.edu/display/itsnt/VoIP+Project+-+Using+Voice+Services for instruction on how to set up your directory contacts.