**Placing a Non-Conference Call:**
- 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.
- Press the Start call key or press the microphone key.

**Answering a Call:**
- To answer a call, press the Start call key, the microphone key, or the Answer soft key.

**Releasing a Call (Hang Up):**
- Press the End call key, if on speaker phone, press the speaker phone key or the End Call soft key.

**Speed Dial:**
- Press .
- Dial the contact’s speed dial index number or scroll to the contact, and then press the Dial soft key.

**Redial:**
- Press the redial button to call the last number dialed or press and then select Features, then Call Lists, followed by Placed Calls to redial a previously dialed number.

**Volume Adjustment:**
- Press the volume keys to adjust the call volume while a call is active.
- Pressing these in idle state adjusts the ringer volume.

**Do Not Disturb:**
- Press on the phone, then select Features, followed by Do Not Disturb (DND) using the Navigation Keys to prevent the phone from ringing for incoming calls.
- Press . A flashing X icon should appear when enabled.
- 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 an automated message saying the caller is unavailable.

**Muting Your Call:**
- While on an active call, press the microphone key.
- To un-mute, press the microphone key again.

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To report problems, please contact your desktop support person or the ITS Help Desk at (512) 475-9400
For more detailed information on using the IP 6000, or the new dialing plan, please visit: http://links.utexas.edu/ffochc
**Forward a Call:**
- Press the Forward soft key.
- Scroll to the forward type you would like and then press.
- Pick from the following options: Always, No Answer or Busy.

**Transferring a Call:**
- During a call, press the Transfer soft key, then place a call to the party to whom you want to transfer the call to.
- When you hear the ring-back sound, press the Transfer soft key.

**Holding a Call:**
- During a call, press the Hold soft key. The console LEDs flash red to indicate that a call is on hold. To resume call, press the Resume soft key.

**LED Indicators:**
Indicate phone and call status through three bi-color LEDs.
The LEDs illuminate to indicate the following normal operational states:
- Solid red - A muted call.
- Flashing red - A call is on hold.
- Solid green - A dial-tone is available, dialing is in-progress, or a call is in-progress.
- Flashing green - An incoming call.