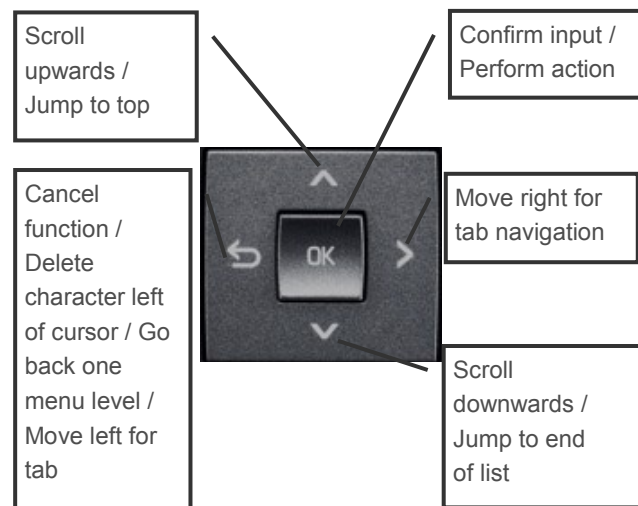


## KEYS LAYOUT AND OPERATION

### FIXED FUNCTIONS KEYS

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

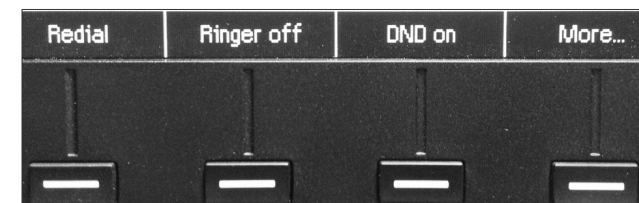
### DISPLAY ICONS DURING A CALL

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

## 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 web site at:

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

For additional assistance, please contact the KSU Service Desk:

**470-578-6999**

[service@kennesaw.edu](mailto:service@kennesaw.edu)