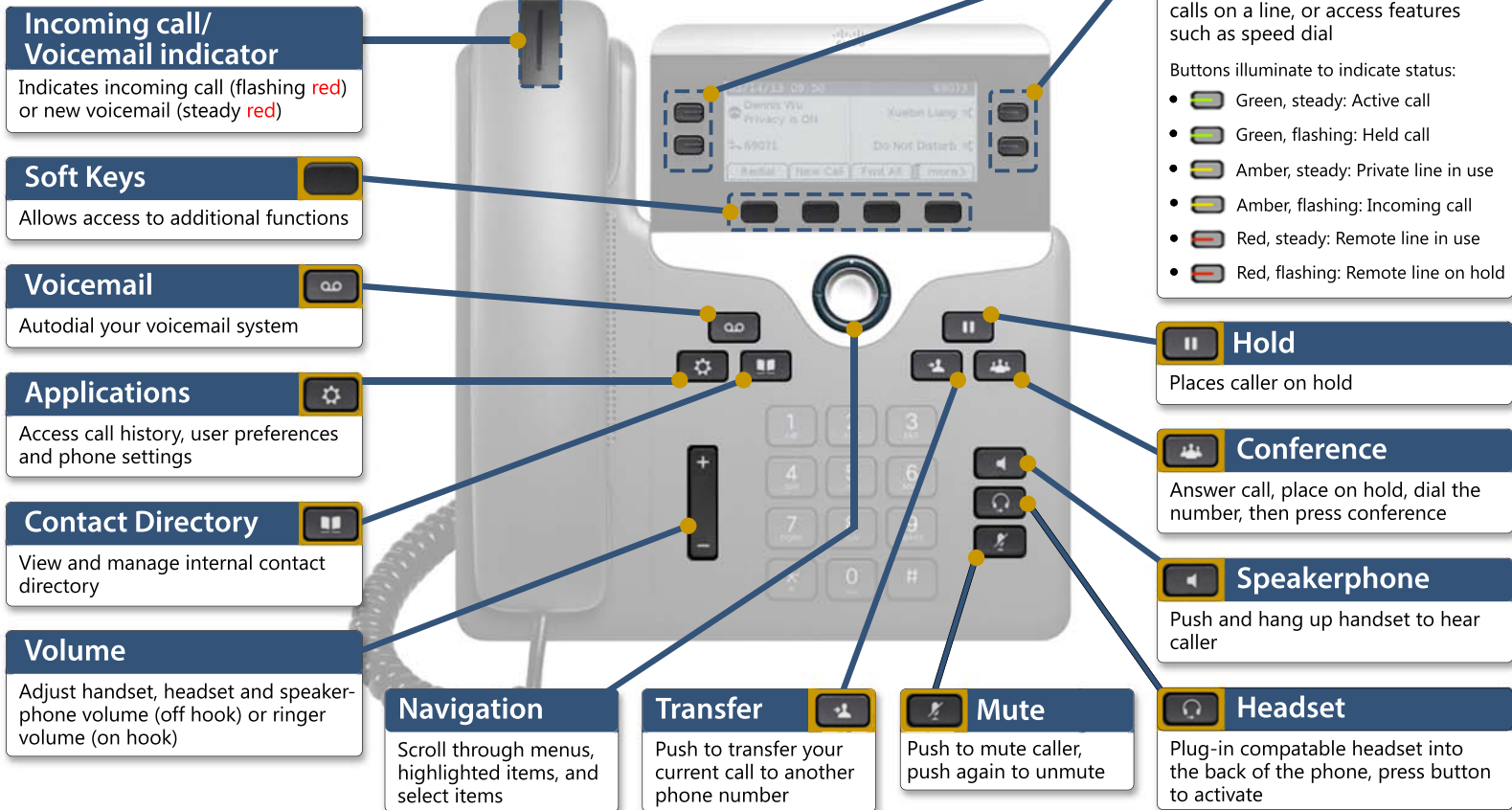


Phone Overview



How To Use Your Phone

To place a call:

- Pick up the handset and then dial, **OR**
 - Dial the number and press the speaker button (if using speakerphone), **OR**
 - Dial the number and press the headset button (if using a headset)
- *On-campus calls, dial 7-digit number, and off-campus calls, dial 10-digit number.

To answer a call:

- Lift the handset **OR**
- Press the speakerphone button (if using the speakerphone), **OR**
- Press the headset button (if using a headset)

Call Hold

Place a call on hold and answer it later.

- Step 1** Press the hold button to put a call on hold.
- Step 2** Press the hold button to resume the call.

Conference Call

To setup a conference call do the following:

- Step 1** While on an active call, press
- Step 2** Dial the # or extension of the next party
- Step 3** When the party answers, press

Transfer Call

- Step 1** While on an active call, press the transfer button
- Step 2** Dial the # or extension and press the transfer button

Configure Setting Options

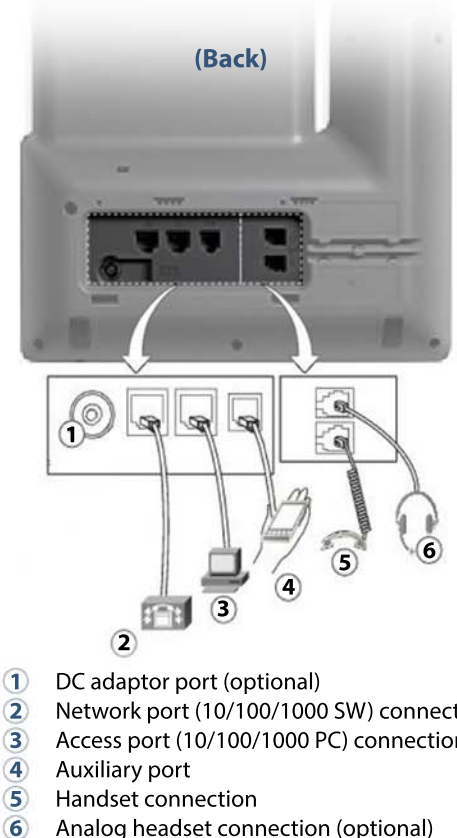
To configure phone options such as, ringtone, contrast, headset options, and backlight:

- Step 1** Press the applications button
- Step 2** Use the navigation button to scroll down, or press the number 2 button on the keypad.
- Step 3** Select the appropriate category of options you would like to configure.

How To Check Your Voicemail


Flip this page over to find voicemail details

How To Connect Your Phone



Voicemail

Access the U.C. Davis voicemail system by doing the following:

From your VoIP phone: Press the  and enter your password (Default for the first time is **053421**)

From a remote location: Dial (530)752-2500 and press the * key.

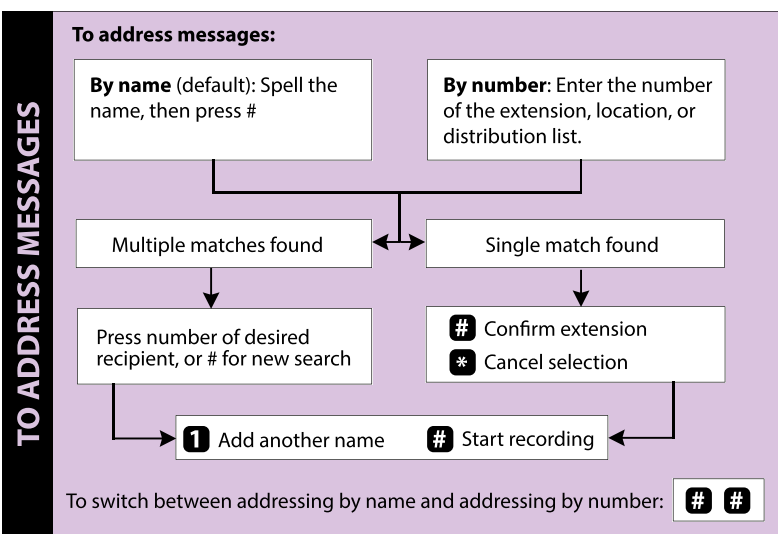
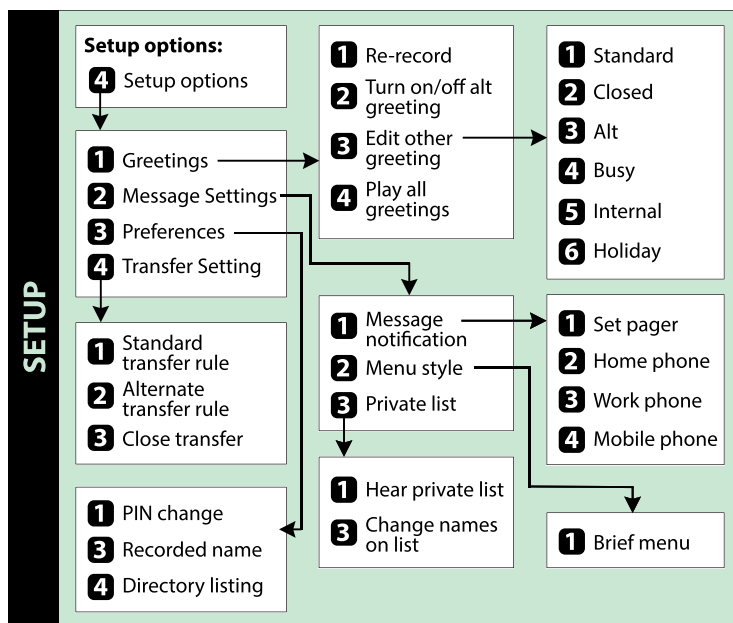
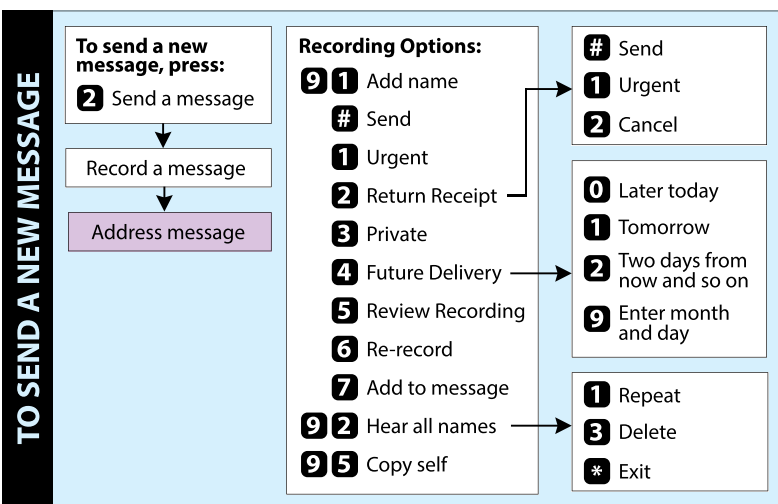
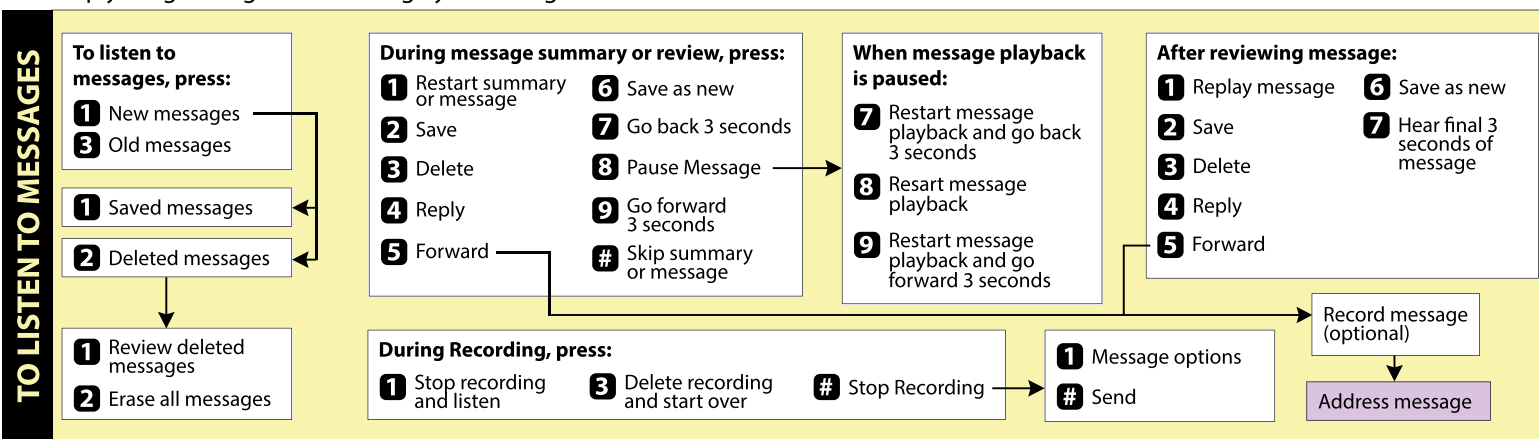
Enter your ID (10 Digit Phone #) and enter your PIN, followed by the # key.

The first time you access your voicemail it will prompt you for the following:

1. Add a recorded name
2. Setup your greeting
3. Setup your PIN (must be four digits long)
4. Change your listing status

Use these keys at anytime:

- 0** Help
- *** Cancel, exit, or back up
- #** Skip or move ahead, complete or confirm addressing, accept changes, send message, and start/stop recording



Log-in Information

You can configure your phone and voicemail by using your Kerberos username and password to log-in to the following portals:

Voicemail Portal:
<http://unity.ucdavis.edu>

Telephone Self Care Portal:
<http://scp.ucdavis.edu>

