

Performing a Consultative Transfer - To perform a consultative transfer:

1. In a call with Bryant, he asks you (James) to transfer him to Jordan. Press the **TRANSFER** key on the phone; James is put on hold and Music on Hold is played to him. You hear a dial tone and the **TRANSFER TO** field opens.
2. Enter Jordan's number as shown above and press the **Dial** softkey; Jordan's phone rings and Jordan answers:
3. *Consult with Jordan* and then press the **Trans.** softkey; Jordan is transferred to Bryant.



Establish a 3-way Conference Call - To establish a conf. call

1. Call participant 1 (Tomer) and press the **Conf** softkey; the **CONFERENCE WITH** screen is displayed
2. Enter the number of participant 2 (Mike) and press the **Dial** softkey that's enabled after entering the first digit; Mike's phone rings and then Mike answers:
3. Press the **Conf** softkey; a 3-way conference call is established and the numbers (or names) of all participants are displayed on the screen:
4. To end the conference call, hang up the phone or press the **End** softkey.



PIN Login: - PIN authorization

1. Press the Sign In button.
2. Select the PIN code option and press the Select button.
3. Enter the last 5 digits of your assigned phone number.
4. Push the down arrow to select Pin code.
5. Enter the provided PIN code that was sent through email.
6. Push the Sign in button.

Resetting your Pin:

1. Navigate to <https://dialin.ucf.edu/>
2. Select "Sign In" near the center of the page
3. Choose your preferred language and select "Sign In" again
4. Find the "Reset your PIN" option near the center of the page
5. Enter your new pin and confirm it, then select "OK"
6. Your new PIN is now set.

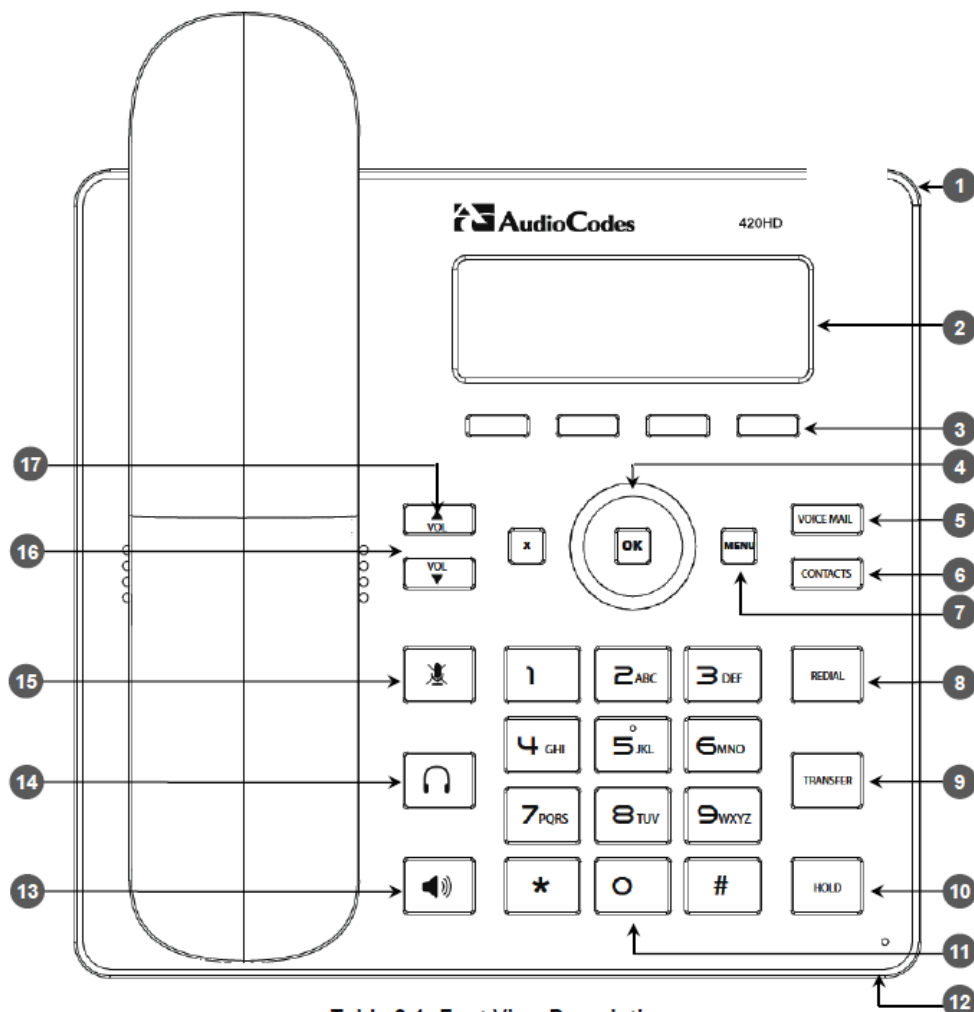


Table 2-1: Front View Description

Item #	Label/Name	Description
1	Ring LED	Flashing blue light indicates an incoming call.
2	Screen	Interactive screen displaying calling information, enabling you to set up phone features.
3	Softkeys	See Section 3.2 on page 18 for details on the four softkeys and the available functions they offer.
4	Navigation Control / OK	Press the upper rim to scroll up menus/items. Press its lower rim to scroll down. Press its left or right rim to move the cursor left or right (when editing a contact number for example). Press the OK button to select a menu/item/option.
5	VOICE MAIL	Retrieves voice mail messages.
6	CONTACTS	Press to directly access the Personal directory and Corporate directory.
7	MENU	Accesses menus (1) Call Log (2) Directory (3) Speed Dial (4) Settings (5) Status (6) Administration.
Item #	Label/Name	Description
8	REDIAL	Accesses a list of recently dialed numbers; one can be selected to redial.
9	TRANSFER	Transfers a call.
10	HOLD	Places an active call on hold.
11	Alphanumerical Keypad	Keys for entering numbers, alphabetical letters and symbols (e.g., colons)
12	MICROPHONE	Activates the speaker, allowing a hands-free conversation.
13	SPEAKER	Allows talking and listening. Network administrators can disable it if required.
14	HEADSET	Activates a call using an external headset.
15	MUTE	Mutes a call.
16	▲VOL ▼VOL	Increases or decreases the volume of the handset, headset, speaker, ring tone and call progress tones.
17	x	Cancel an action, such as dialing a number, after beginning it.