One Page Tips for Unified Communications

1. Always Call Forward:
☎ Dial ***81** + extension number
☎ Or, dial ***81 + 9** + telephone number
☎ To cancel, dial **#81**
Note: your previous setting at old telephony system is needed to be set again.

2. No Answered Call to Voice Mail
☎ The system default does not enable No Answered Call Forward to Voice Mail, user can enable it if necessary.
☎ Dial ***79**
☎ To cancel, dial **#79**
☎ PLEASE DON'T USE ***81 / *82 / *83** WITH **21331238** TO SET CALL FORWARD TO VOICE MAIL

3. Avoid using Do Not Disturb, DND
☎ Please avoid press "**DND**" button. Otherwise, your phone will reject all incoming calls.

4. Speed up the Dialing Time
☎ After you dial a number, the IP phone will wait about 3 sec. before sending the dialed digits.
☎ You can skip the waiting time by pressing **#** after dialing number.

5. Check Missed Call
☎ When there is a missed call in the history, you can press " ⬚ " to open call history.
☎ Press rightward / leftward button until you see this icon "✔".
☎ Press upward / downward to go through the missed call history.

6. Call Conference
☎ You are first in the call, no matter it is outgoing / incoming call.
☎ Press "⬚" to hear dial tone, and dial to 3rd party.
☎ After 3rd party is picked, press "⬚" again to start conference.

7. UC Portal for Call Management
☎ It is highly recommended to make use the UC portal to change the call features.

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