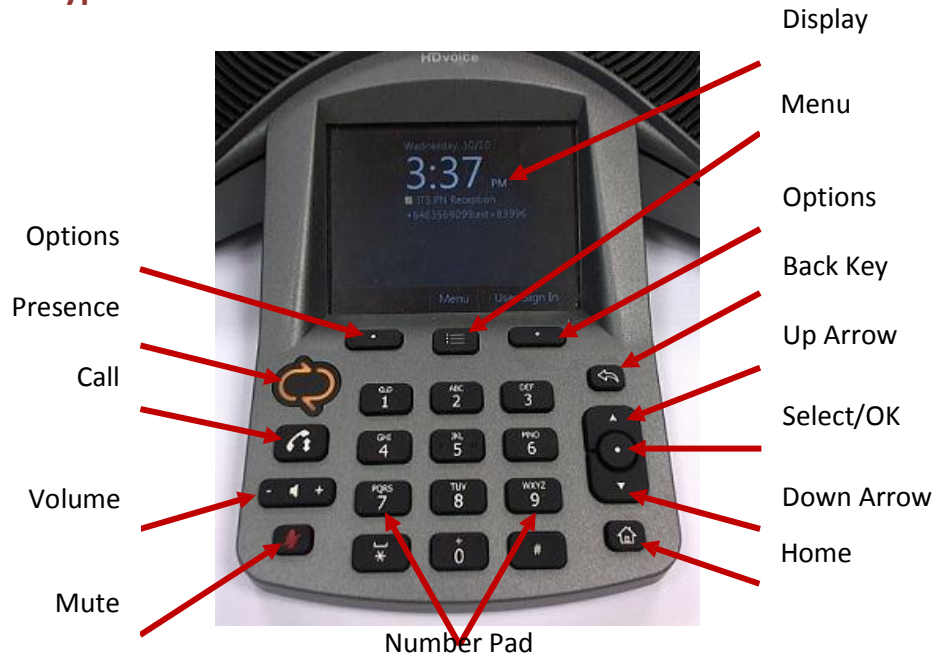


Keypad Functions



Receiving a call

When someone calls, the unit rings and the screen displays the incoming phone number.

To answer the call press either the:

- **Call** button
- **Select/OK** button
- **Options** button below **Answer** (on the display)

Making a Call

1. Use the number pad to dial the number for the call
For external numbers no prefix is needed, just the number
2. Press the **Call** button or the **Options** button below **Call** (on the screen)

Adding others to the call


Warning: All connected calls can hear what you say during this process

1. Press the **Menu** Button
2. Use the Arrow buttons to scroll through to **Add Others**
3. Press the **Select/OK** Button (the display will change)
4. Enter the number you want to call on the number pad
5. Press the **Options** button below **Add**

Removing one participant from the call

1. Use the Arrow buttons to scroll to the participant you wish to remove
If the list is not displaying, press the **Menu** button and select **View Roster**
2. Press the **Menu** Key
3. Use an Arrow button to scroll to **Remove**
4. Press **Select/OK** button

Searching for a Person using the keypad

1. Simply press the numbers on the keypad that correspond the letters
*For example: To find "Joe Bloggs" you need to search for last name, then first name. You would need to enter "Bloggs, Joe". So you would press 256447**563*
2. Use the arrow buttons to scroll to the contact
3. Press the Call button 

Exclamation Mark in a Triangle on a Desk Phone



It is a notification triangle and it will display continuously.

This will not affect the functionality of the phone and is a known issue.

More Information

Help and FAQs can be found on the ITS webpage.

1. Go to: <http://its.massey.ac.nz>
2. Under the **Quick links** section, select **Microsoft Lync**