

## ▶ Getting Started


1. Common area phones are for local calls only.
2. Please do not unplug the cables.
3. Tap the display if the screen is dark.

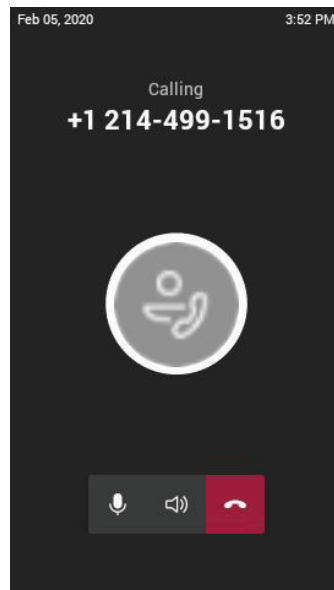
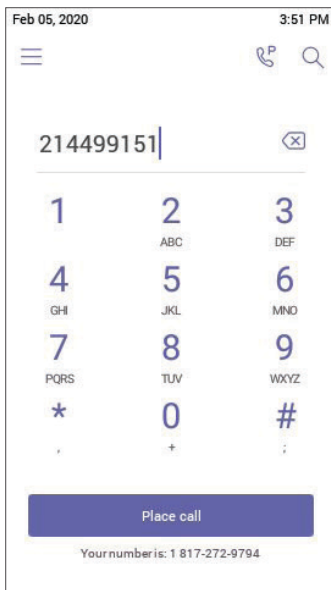


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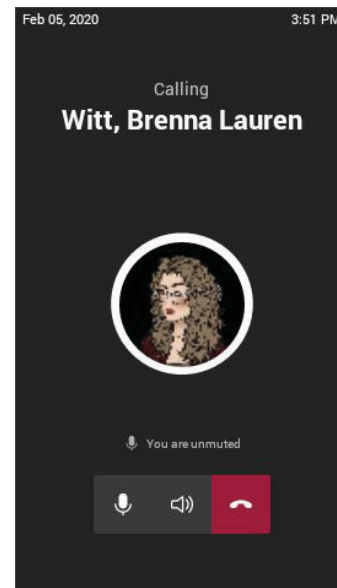
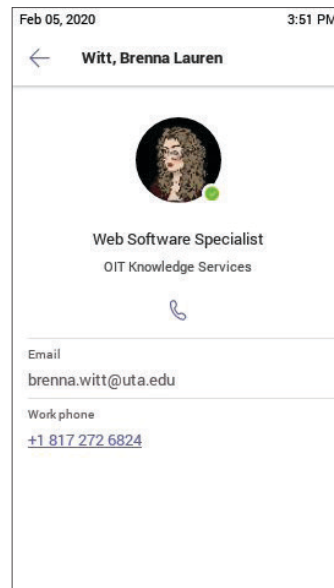
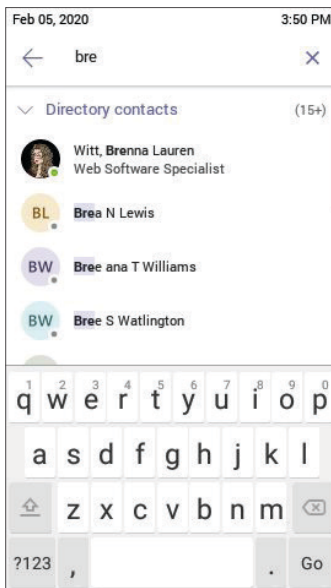
## ▶ Make a Call Using the Handset

1. Pick up the handset.
2. Enter the UTA 5-digit or 10-digit phone number on the keypad.
3. Tap **Place Call** on the screen to initiate the call.
4. To disconnect, hang up the handset or tap the **Disconnect** icon. 





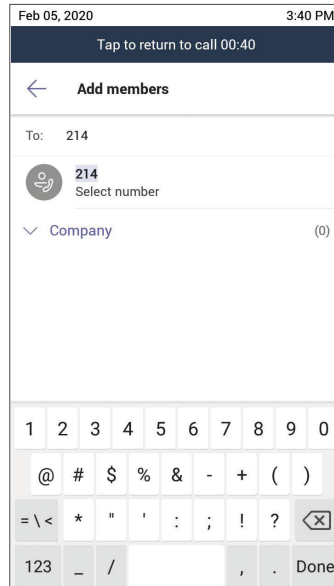
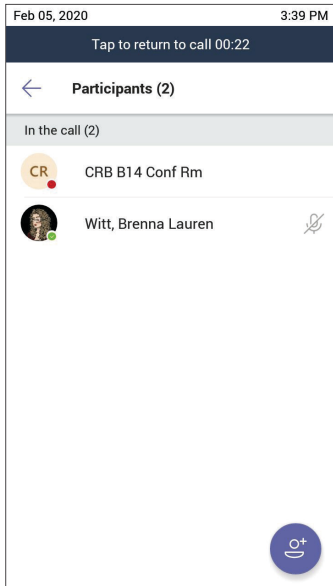
## ▶ Make a Call Using the Screen

1. The call will be on speaker. To contact someone using the directory, tap the **Search** icon  and type the name of the person you wish to call. Tap their name, then tap the **Call** icon to place the call. 
2. Tap the **Disconnect** icon on the screen to hang up. 





## ▶ Add Others to a Call:



1. Tap the **People** icon. 
2. Then tap the purple **Add Person** icon. 
3. Type the name of the person you wish to call, or enter their number.
4. Tap their name and click **Next**.

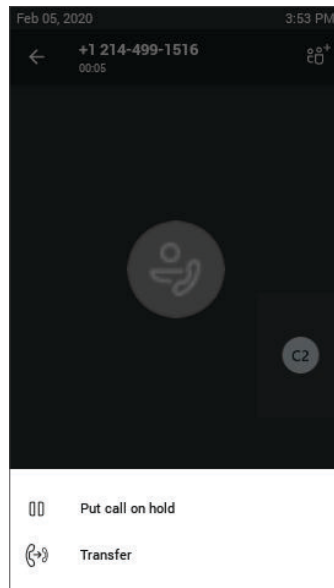


## ▶ Place a Call on Hold:

1. Tap the **More** icon. 
2. Tap the **Hold** icon. 

## ▶ Transfer a Call:

1. Tap the **More** icon. 
2. Tap the **Transfer** icon. 



## EMERGENCIES

1. Pick up the handset.
2. Dial 911 on the keypad.

## NEED HELP?

Visit [ithelp.uta.edu](http://ithelp.uta.edu) or call 817-272-2208.



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