


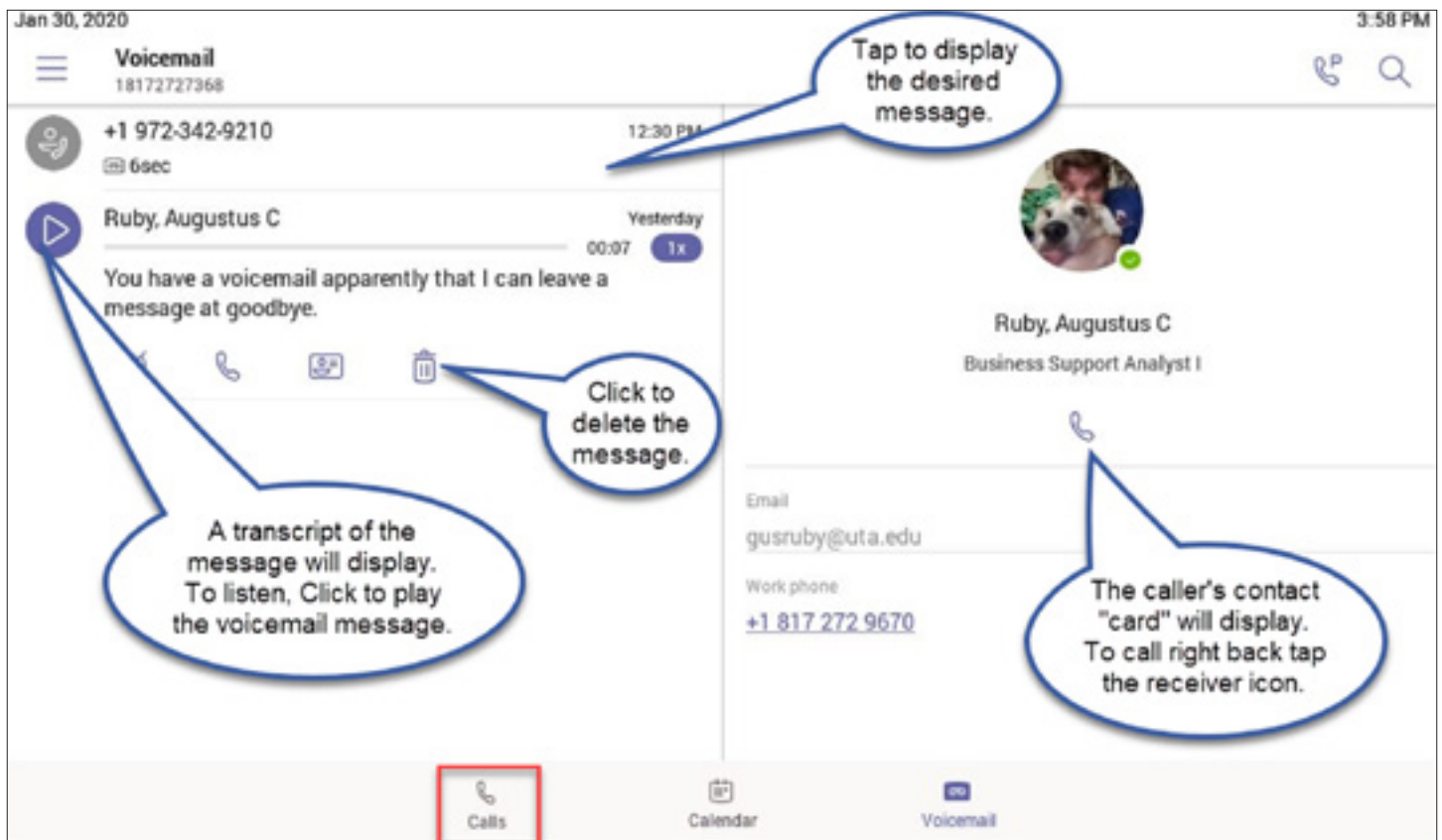


## Please Note

Screensharing is not supported on Desk Phones.

## Check Voicemails

1. Press the **Voicemail** button on the desk phone  or tap the **Voicemail** icon  on the main Calls page to display message(s).
2. Tap the message to view details, listen to the voicemail, call back, or delete.
3. Tap the **Calls** icon at the bottom of the page to return to the main screen. 



## NEED HELP?

If you need help, visit [ithelp.uta.edu](http://ithelp.uta.edu) or call **817-272-2208**.

For more information, visit [kb.uta.edu/0011278](http://kb.uta.edu/0011278) or [go.uta.edu/phones](http://go.uta.edu/phones).

## EMERGENCY?







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

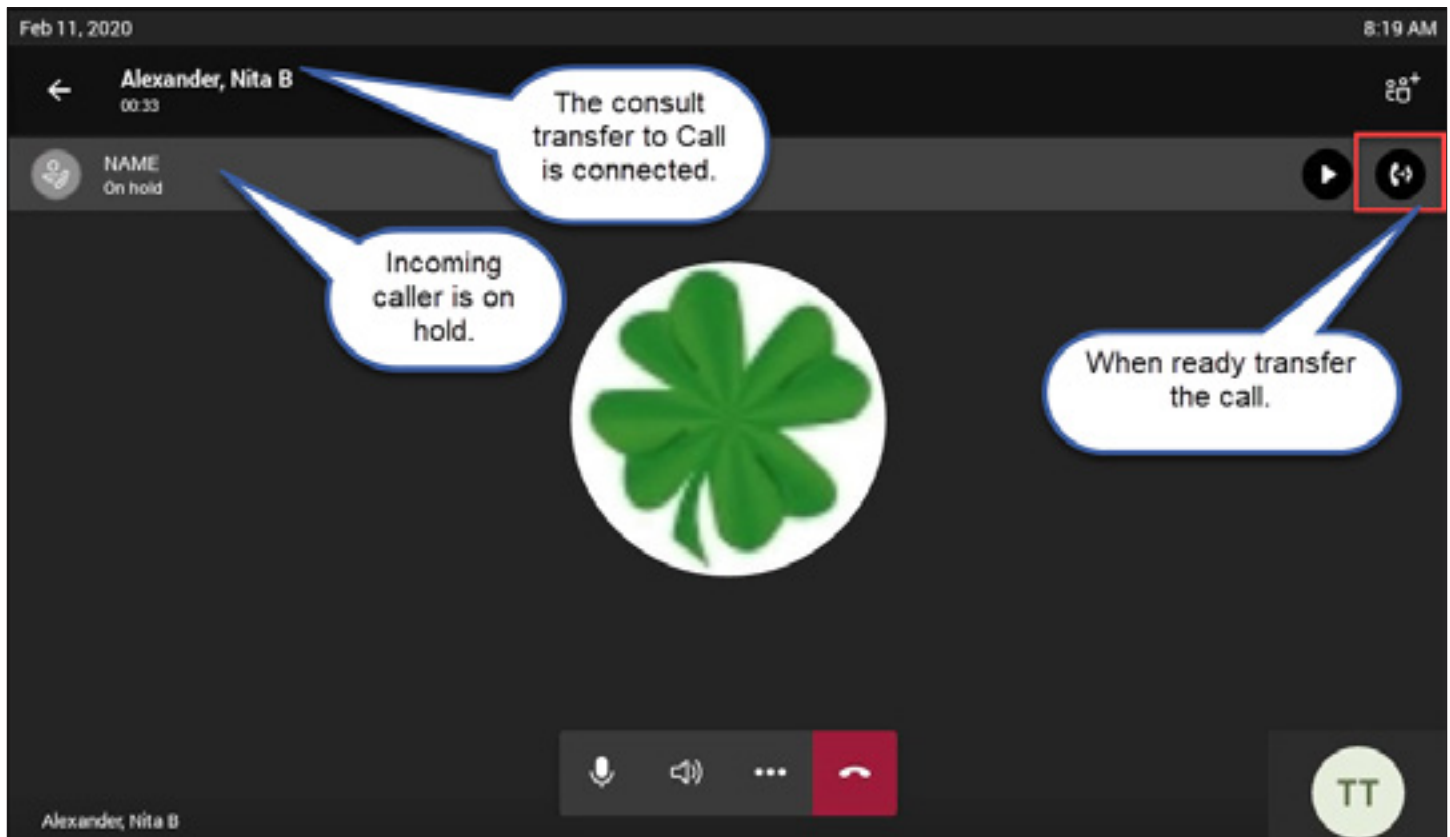
## Transfer Calls

### ► Blind Transfer




1. You are in a current call.
2. Press the **Transfer** button on your phone. (The caller automatically goes on hold.)
3. Search for the person to whom you want to transfer or enter their 5 or 10-digit phone number.
4. Select the person or the number displayed. The call will automatically transfer.
5. Hang up the phone receiver.

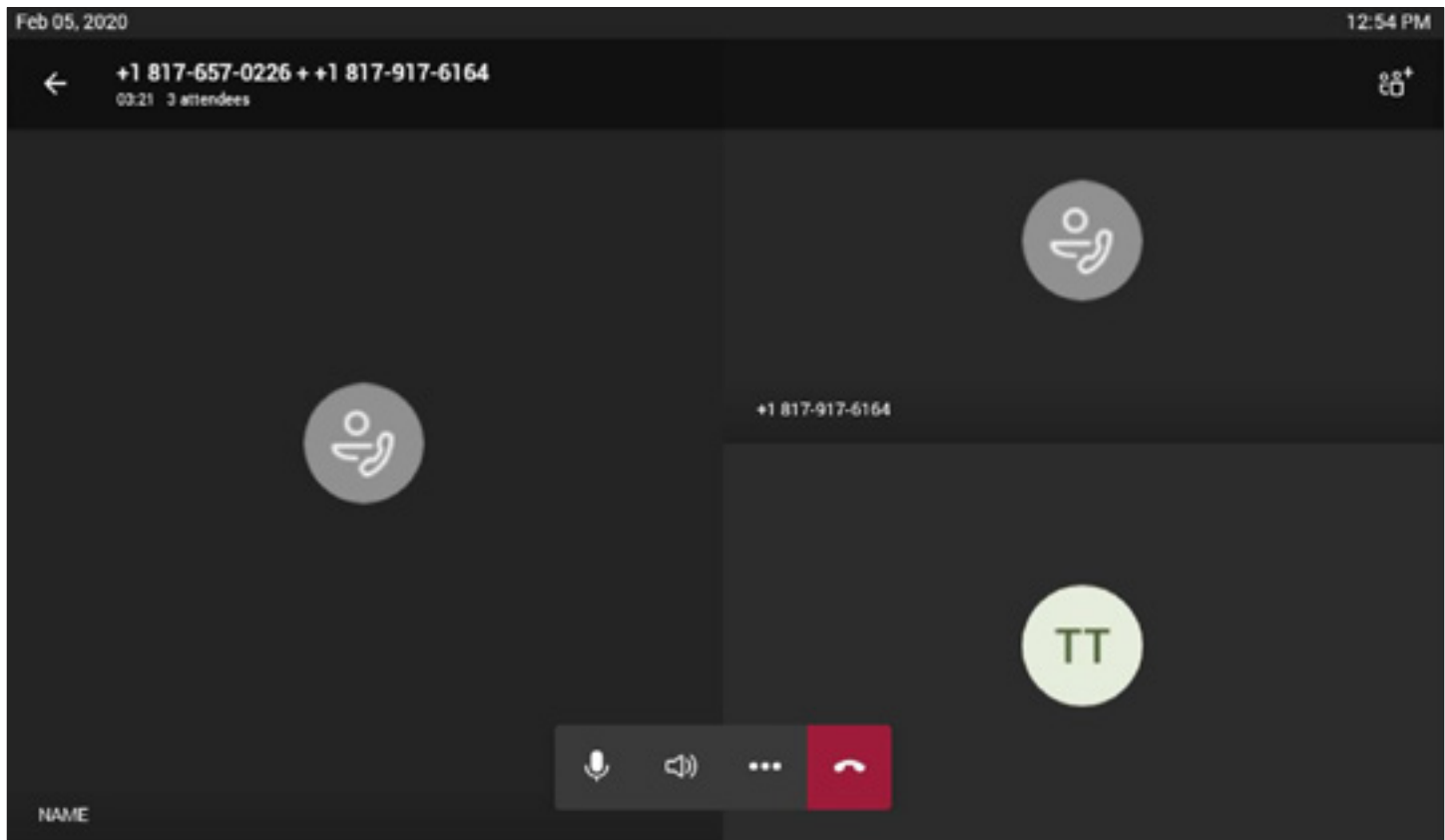
### ► Consult Then Transfer

1. Tap **More** icon on your touchscreen call window. 
2. Tap the **Transfer** icon.  Everyone in the call will be notified that they've been put on hold.
3. Tap the **Consult** icon. 
4. Search for the person to whom you want to transfer or enter their 5 or 10-digit phone number.
5. Select the person or the number displayed. The call will automatically transfer.
6. The caller is put on hold and you can have a conversation with the person to whom you transferred.
7. Tap the **Transfer** icon to transfer the call. 
8. Manage the Call as needed by using the arrow icon to move been the callers. 
9. Click the hang up Icon  when displayed to end the call with either participant.
10. Hang up the phone receiver.



### Conference Calls

1. During a call, tap the **People** icon at the top right of the phone screen to go to the Participant Screen. 
2. Tap the **Add Person** icon in the bottom left corner of the phone screen. 
3. Search for the person you wish to call or enter their 5 or 10-digit phone number.
4. Tap on the person's name or phone number.
5. Tap the **Check Mark** on the top right of the phone screen. 
6. The new participant will be called, and the following screen will display to all participants:



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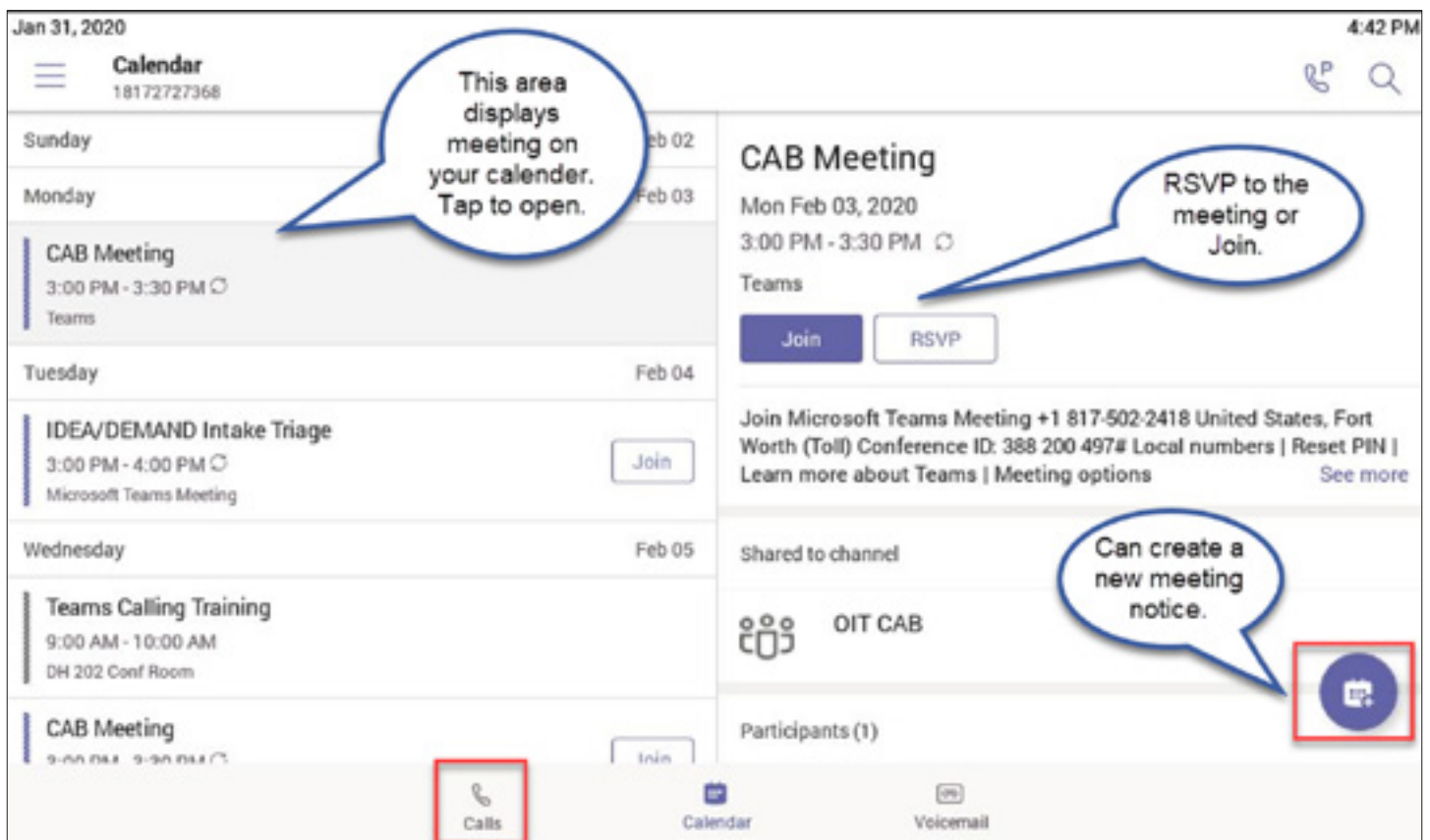
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## Calendar Features

1. Tap the **Calendar** icon at the bottom of the display to join meetings or conference calls.
2. Tap on the meeting or conference call you want to join.
3. **RSVP** **RSVP** or **Join** **Join** the meeting or call.
4. Click the **Calls** icon to return back to the main calls screen. 



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