Phone Applications

Call History
Call History allows you to view information on the last 150 calls on your phone. An icon displays indicating the type of call:
- Received
- Placed
- Missed

The caller ID is displayed with the call icon. If the caller ID is unavailable, then the phone number is displayed. If the phone number is unavailable, then “Unknown” is displayed. All Call History items are integrated into one list and are ordered by time (latest to oldest). There is a 150 call limit per phone and per line. For example, if a phone has multiple lines, the 150 call limit applies to all lines combined.

You can sort the Call History list by all lines, each line, or by missed calls. You can sort the call history for each line by selecting the individual line for which you want to see the call history, or select the All Calls soft key to see the merged history for all lines. You can also dial a number directly from the Call History list.

View Call History
1. Press the Applications button.
2. Select Call History. (Use the Navigation pad and Select button to scroll and select.) The phone screen displays the call history with an icon associated for each type of call.
3. Press the soft key to return to the Applications screen.

Dial From Call History
1. Press the Applications button.
2. Select Call History. (Use the Navigation pad and Select button to scroll and select.)
3. From the Call History screen, highlight the call you want to dial and do one of the following:
   - Press the Call soft key.
   - Pick up the handset.
   - Double-tap on the number on the phone screen.
   - Press the Select button.
   - Press the speakerphone or headset button.

Clear Call History
1. Press the Applications button.
2. Select Call History. (Use the Navigation bar and button to scroll and select.)
3. Press the Clear List soft key to clear the entire call history on the phone.
4. Press the Delete soft key to delete the call history on the phone, or press the Cancel soft key to go back to the Call History screen.
5. Press the Exit soft key to return to Applications screen.

Ring Tones
You can choose the ringtone, per line, that your phone plays to indicate an incoming call.

Change Ringtone for a Line
1. Press the Applications button.
2. Select Preferences. (Use the Navigation bar and button to scroll and select.)
3. Press Ringtone
4. Highlight a ringtone.
5. Press Play soft key.
6. Press the Set soft key to apply the ringtone.
7. Press the return soft key to return to the Preferences screen.

Voice Messages
Voice messages are stored on your voicemail system.

Check for Voice Messages
Check for voice messages in any of these ways:
- Look for a solid red light on your handset.
- Look for a Message icon on a line label.

Listen to Voice Messages
To listen to voice messages, do one of the following:
- Press the Messages button.
- Follow the prompts to listen to your voice messages.

After you listen to your new voice messages, the message indicators are updated on the phone screen. If there are no new voice messages, the Message icon is removed from the line label, and the Voicemail icon is removed from the right side of the phone screen.

Phone Contacts
The Cisco Unified IP Phone provides you with access to the Ohio University Directory
Ohio University Directory
The Ohio University Directory contains University contacts that you can access on your phone.

You can dial calls from your corporate directory in two ways:
- When you are not on another call.
- When you are on another call.

Search for and Dial a Contact
1. Press the Contacts button.
2. Select Ohio University Directory. (Use the Navigation bar and button to scroll and select.)
3. Select any of these criteria to search for a co-worker:
   - First name
   - Last name
4. Enter the search criteria information, press the Submit soft key, and select a contact.
5. To dial, perform any of these actions:
   - Press the Dial soft key.
   - Press the Select button.
   - From the keypad, press the number that is displayed in the upper right-hand corner of the contact label.
   - Press the Speakerphone button.

Personal Directory
To setup your PIN to use the Personal Directory go to https://myphone.ohio.edu/ucmuser and log into the website.

Once logged in click on General Settings and enter your PIN under the Phone Services PIN section.
Placing a Call

- **On-Campus** – Last 5 digits
- **Campus to Campus** – 10 digit number
- **Off Campus Local** – 9 + 10 digit number
- **Long Distance**
  - Domestic – 9 + 1 + area code + telephone number
  - International – 9 + 011 + country code + city + number
- **Toll Free** – 9 + 1 + 8xx + number

Calling Features

**Forward Calls on your Phone**

1. On any idle line from which you want to forward your calls, press the Fwd All soft key.
2. Enter a phone number, or select an entry from the Call History list. (Press the Messages button to forward all calls to voicemail.)
   Visual confirmation displays for a few seconds to confirm the number to which your calls will be forwarded.
3. To verify that your calls are forwarded, look for:
   - A Forward All icon in the line label.
   - The forwarding information in the header.
4. To cancel call forwarding, press the Fwd Off soft key.

**Divert a Call**

Divert a call in any of these ways:

- To redirect an incoming call while not on a call, press the Divert soft key.
- To redirect an incoming (ringing) call while on another call, use the softkey pad to find the Divert soft key. Then use the navigation button to highlight and select the line you want to divert and press the Divert soft key again.
   You can silence the incoming (ringing) call by pressing the Volume button down once, and then let the incoming call go to the target number (voicemail or predetermined number).

**Hold and Resume a Call**

1. To put a call on hold, press the Hold button. The Hold icon displays and the line button pulses green.
2. To resume the highlighted call, do one of these:
   - Press the pulsing green session button.
   - Press the Resume soft key.
   - Press the Select button in the Navigation pad.

Mute Your Phone

1. Press the Mute button to turn Mute on.
   Visual confirmation displays.
2. Press the Mute button again to turn Mute off.

Dial a Number On-hook

1. Enter or select a speed-dial phone number.
2. Go off-hook.

**Transfer a Call to Another Number**

1. Start with an active call (not on hold).
2. Press the Transfer button.
3. Enter the transfer recipient’s phone number.
4. While ringing or once connected, you can press the Transfer button again to complete the transfer.

**Conferencing**

1. Start with a connected call that is not on hold.
2. Press the Conference button.
3. Enter the phone number for the party you want to add.
4. Wait for party to answer (or skip direct to step 5 while call is ringing)
5. Press the Conference button or the Conf soft key.

To add additional participants, repeat these steps. There is a limit of 16 participants on a conference call.

**Using Speed Dials**

You can customize your speed dial entries by going to https://myphone.ohio.edu/ucmuser

To access your speed dials do one of the following:

1. Press the down on the Navigation Pad. Use the Navigation Pad to highlight the Speed Dial entry. Once highlighted you can press the Call soft key, lift up the handset, or press the Speakerphone key to call. The first 9 will appear and the remainder please see step 2.
   (or)
2. On the Key Pad press the number associated with the order in which the Speed Dial is configured in your list. Then hit the Speed Dial soft key.

Example would be if Service Desk 31222 is my forth Speed Dial in my list, I would hit “4” on the Key Pad then hit the Speed Dial soft key to make the call.