The following telephone instructions are for departments that have a Cisco IP/VOIP phones (noted on front top right of phones). Those with IP phones also use the UNITY voicemail system.

### Changing the Ring Tone
Press the MENU button and select SETTINGS>RING TYPES and press PLAY to hear the ring types and press PLAY to hear the selected ring type. When you find the ring you want, press SELECT and OK.

### Viewing and Dialing Calls
To redial the last number you dialed, press REDIAL.

To view your call logs: Press the MENU button and select DIRECTORIES>MISSED CALLS, PLACED CALLS, OR RECEIVED CALLS.

To dial from a call log: Highlight a listing from the call log, edit the number (if necessary), and go off-hook.

To edit a number in a call log: Press EDITDIAL followed by >> or >> to reposition the cursor or erase digits. Use the keypad to enter digits.

To place a call while another call is active: Press the HOLD button and then press NEW CALL, dial, redial, or speed dial a number.

### Transferring a Call
Transfer a call without talking to the transfer recipient: During a connected call, press TRNSFER and enter the target number. When you hear the call ringing, press TRNSFER again.

Talk to the transfer recipient before transferring a call: Press TRNSFER and enter the target number. Consult with the recipient. Press TRNSFER again to connect the call. Otherwise, press the HOLD button to return to the original call.
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<th><strong>Transfer two current calls to each other (“direct transfer”):</strong> Select the first call. Repeat for the second call. From one of the selected calls, press MORE&gt;DIRTRFR. If you want to stay on the line with the callers, use JOIN to create a conference instead.</th>
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<tr>
<td><strong>USING CALL FORWARD</strong></td>
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<td><strong>ANSWERING A CALL</strong></td>
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