

# TELEPHONE INFO/CALLING GUIDE

## TELEPHONE FEATURES

Website: [www.umanitoba.ca/ist/telecommunications](http://www.umanitoba.ca/ist/telecommunications)

Basic Features for 2006, 2008D, 2616D, 3903, 3904, ip 1110, ip 1120, ip 1140, ip 1210, ip 1230 ip 2002S, ip 2002, & ip2004 sets.

<b>Auto Dial</b>	<i>To Store Number</i> With handset in cradle, Press Auto Dial Dial Number (Include "4" for external number) Press Auto Dial  <i>To Call Number:</i> Select free line Press Auto Dial
<b>Call Pickup</b>	Select a free line Press Call Pickup or dial 113 Note: You must be assigned to a call pickup group.
<b>Conference</b>	Make first call as usual To connect with a third party, Press Conference Dial Number (Include "4" for external number) Wait for them to answer, Press Conference Maximum of 6 connections.
<b>Forward</b>	<i>To Forward to Another Number:</i> With handset in cradle, Press Forward Dial Number (Include "4" if external number) Press Forward  <i>To Forward to Voice Mail:</i> With handset in cradle, Press Forward Dial access code Press Forward  <i>To Cancel:</i> Press Forward once  <i>To Reinstate (to same number):</i> Press Forward twice
<b>Transfer</b>	Press Transfer Dial Number Press Transfer
<b>Intercom</b>	Press Intercom Dial the one or two digit code
<b>Ring Again</b>	<i>After a Busy Signal</i> Press Ring Again Press RLS or hang up. <i>When line is available:</i> The Ring Again tone will sound. Pick up the handset Press Ring Again

Types of Phones :

### DIGITAL

<b>2006</b>	Single line set
<b>2008D</b>	Multiple line set with display
<b>2616D</b>	Multiple line set with hands-free capability with display

### IP SETS

<b>1110/1210/2002S</b>	Single line set with display
<b>1120/2002</b>	Multiple line set with hands-free capability with display
<b>1140/1230/2004</b>	Multiple line set with hands-free capability with display

**Please Note: \*\*IP sets can be relocated by the user once an IP relocation form has been completed and submitted to the Telephone Office. The form can be found on our website [@umanitoba.ca/ist/telecommunications](http://umanitoba.ca/ist/telecommunications).\*\***

**Voicemail is available on all telephone types**

### VoIP Information

The U of M has begun deployment of VoIP sets in select locations across campus. Features of the new sets are the same as regular digital sets and they function in a similar manner. The sets do however differ from the traditional digital sets in several ways:

The sets are ethernet devices that connect to the data network rather than using a separate copper cable to connect back to the telephone switch.

The IP (Internet Protocol) set connects to the ethernet port in each office and the user's PC connects to the telephone.

IST is deploying several types of IP sets and info can be found on our website [@umanitoba.ca/ist/telecommunications/umt\\_userguides.html](http://umanitoba.ca/ist/telecommunications/umt_userguides.html)