

TELEPHONE INFO/CALLING GUIDE

TELEPHONE FEATURES

Website: 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.

Auto Dial	<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
Call Pickup	Select a free line Press Call Pickup or dial 113 Note: You must be assigned to a call pickup group.
Conference	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.
Forward	<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
Transfer	Press Transfer Dial Number Press Transfer
Intercom	Press Intercom Dial the one or two digit code
Ring Again	<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

2006	Single line set
2008D	Multiple line set with display
2616D	Multiple line set with hands-free capability with display

IP SETS

1110/1210/2002S	Single line set with display
1120/2002	Multiple line set with hands-free capability with display
1140/1230/2004	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 www.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.