

LOG IN

Use *Extension Mobility* to log in to your phone by entering your **UserID** and **PIN**.

- 1) Press the *Applications* button.
- 2) Select *Login / Out*.
- 3) Enter your **UserID (Your UCL User Name – ‘UCXXXXX’)**
- 4) Enter your **PIN (Your Extension Number)**
- 5) Press the *Submit* softkey*.

DIRECTORIES

- 1) Press the **Contacts** button and select a Directory.
- 2) Enter search criteria and press the **Search** softkey*.
- 3) Select the listing and press the **Call** softkey*.

CALL FORWARD

To forward incoming calls to an alternate extension:

- 1) Press the **Fwd All** softkey*.
- 2) Enter the phone number to which calls are to be forwarded. For calls to go directly to Voice Mail, press the **Messages** button.
- 3) To cancel call forwarding, press the **Fwd Off** softkey*.

CALL PARK

Parking a call allows the call to be paused (parked) at one phone and retrieved at another. During a call:

- 1) Press the **Park** softkey*.
- 2) Note the 'Park Number' displayed on the screen, and hang up.
- 3) To retrieve at any other phone, lift the handset and enter the 'park number'. You will be reconnected to the call.

Note: If the call is not retrieved within a specified time it will revert to the phone that parked it.

VOICE MAIL

New message indicators:

- A solid red light on your handset.
- A stutter dial tone on the line (if enabled).
- A message waiting icon

To listen to messages, press the **Messages** button and follow the voice prompts. Or, press the **Line** button next to the voicemail icon, followed by the **Messages** button.

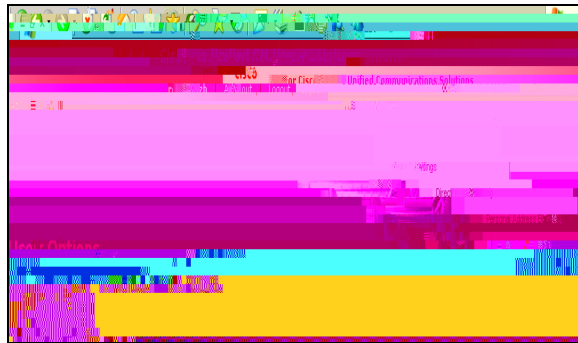
**THIS FEATURE IS NOT YET AVAILABLE
PLEASE EMAIL is-telecoms@ucl.ac.uk FOR
SPEED DIALS**

USER WEB PAGES

You can manage your phone via a web page including the configuration of call forwarding and the programming of speed dials.

To access your personal User Web Page from an internet Browser:

- 1) Go to <https://IP address/cmuser>
- 2) Log on using your **UserID** and **Password**



Use the drop down User Options list to manage your handset features.

