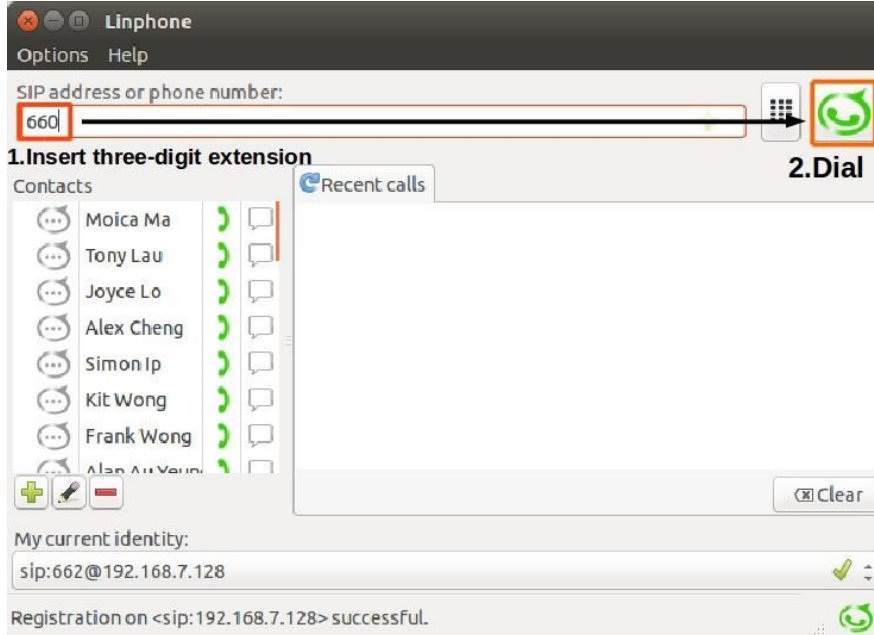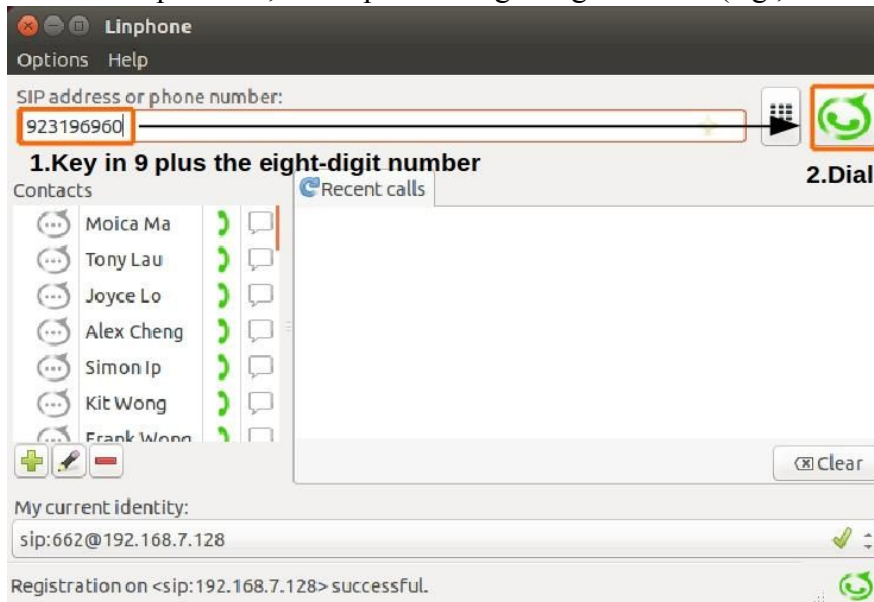# Outgoing Calls

Dial a number.

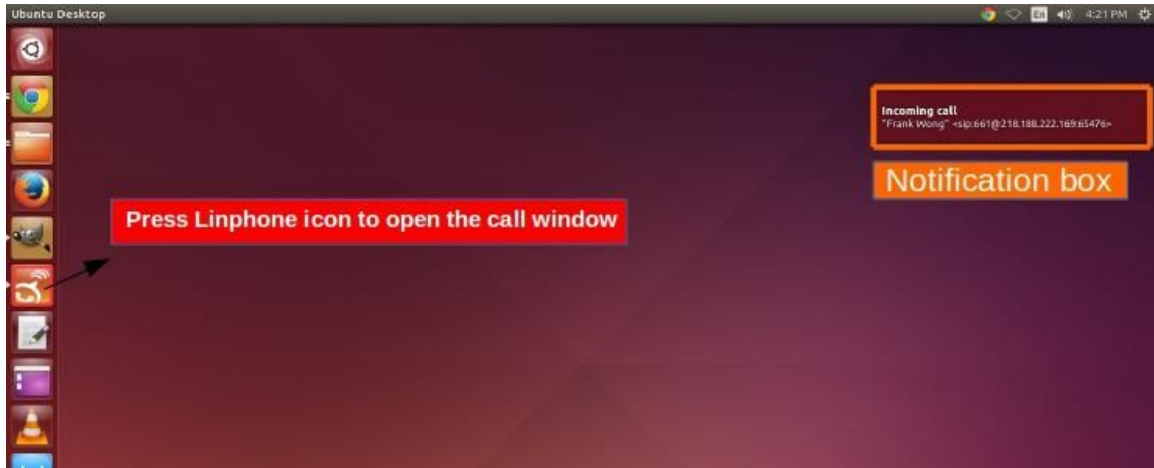For on-campus calls, simply dial three-digit extension (e.g.,660 ITSO)

For off-campus calls, dial 9 plus the eight-digit number (e.g., 9-2319-6960)

Receive a call

When you receive a call in Linphone, a notification box will appear with a ringtone. If you do not hear the ringtone, please check to make sure your sound is not muted. To accept the call, open the call window and simply press the **Answer** button. You can ignore a call by clicking the **Decline** button.
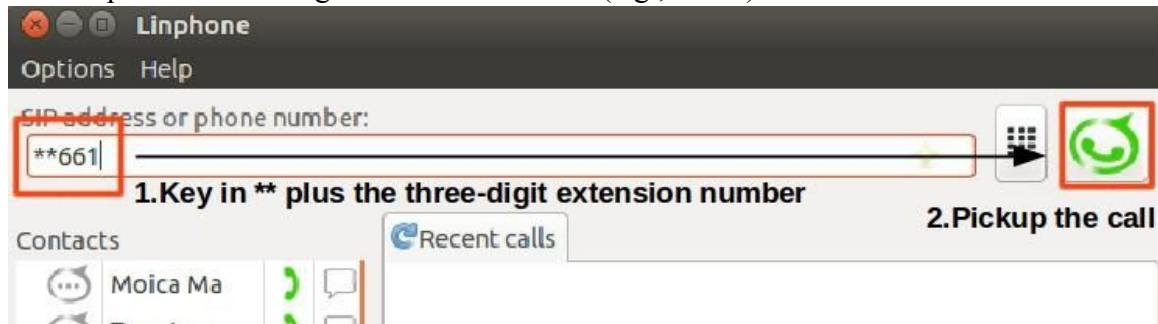

Call Window

Directed Call Pickup

Pickup a call that is ringing at a specific extension number.

Dial ** plus the three-digit extension number. (e.g.,**661)

Call Forward

Redirect an incoming call to a mobile telephone or other extension number.
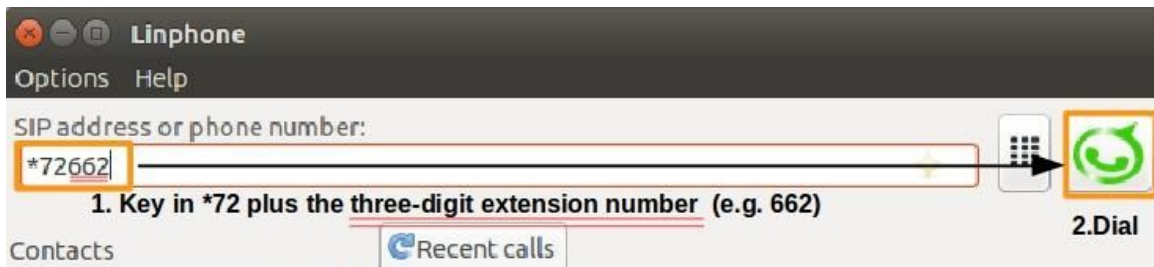
Forward all incoming call
Call Forward ALL - Activate

    -Forward to other extension number ***72** plus the three-digit
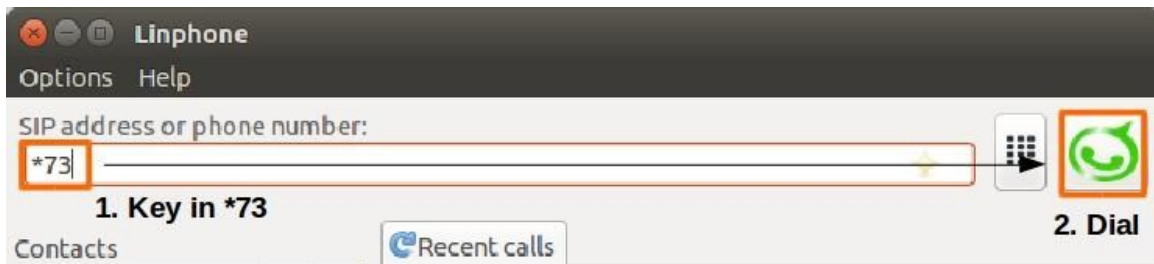extension number

    -Forward to a mobile telephone ***72** plus 9 plus the eight-digit
number

Call Forward ALL - Deactivate   *73
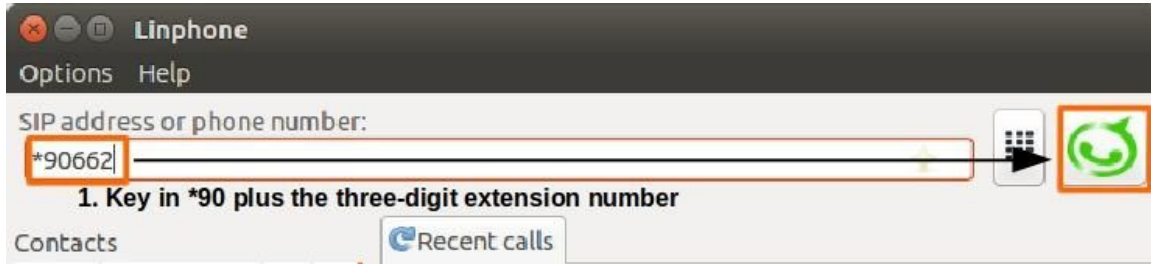
Forward incoming call when no answer

Call Forward Busy - Activate
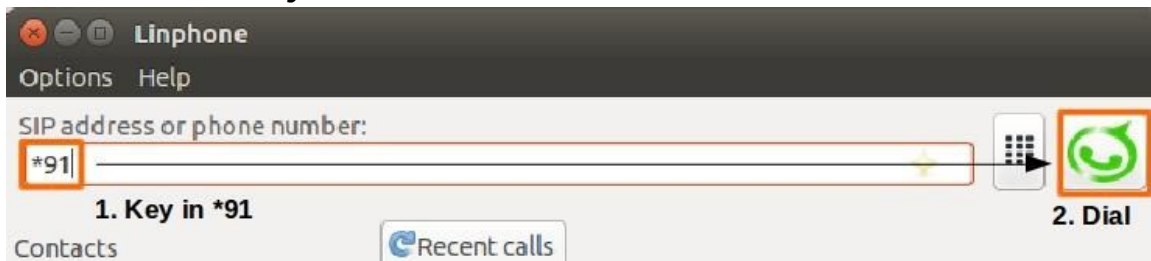
-Forward to other extension number   ***90** plus the three-digit extension number

-Forward to a mobile telephone   ***90** plus 9 plus the eight-digit number

1. Key in *90 plus the three-digit extension number

1. Key in *90 plus 9 plus the eight-digit number

2. Dial

Call Forward Busy - Deactivate   *91
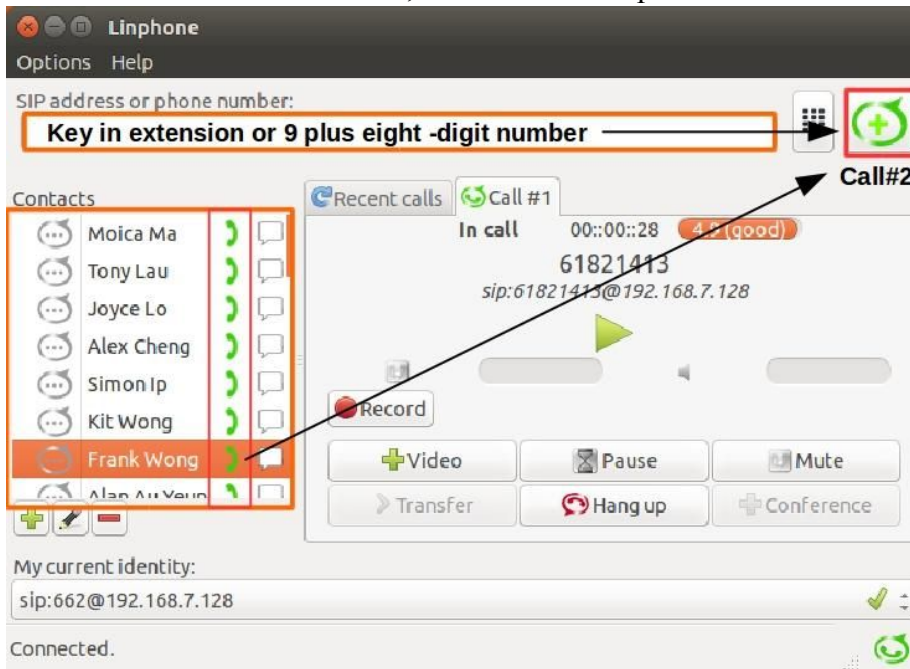

1. Key in *91

2. Dial

Call Transfer

Put the caller on hold and dialing the desired extension/phone number; that are then notified, if they choose to accept the call, it is transferred over to them.

During an active call, dial the number to call the next participant.
When the 2# Call is established, the first caller is placed on hold.

Once the 2# Call is established, click transfer.