



NEC

UCB TELEPHONE QUICK REFERENCE VIA CONSOLE

DIAL OUT


- See  Destination
- Beside destination, enter in the persons phone number or extension number (Or type in person's name if they have been added to your phonebook)
- Press enter to make call

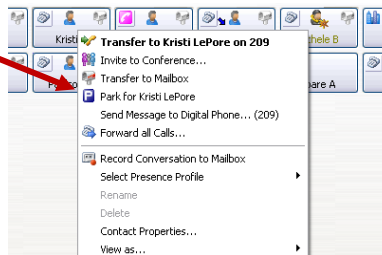
INTERCOM CALLS

- Go to the  Presence Screen
- Click on Employee's name you would like to call

PARK A CALL ON A BUSY EXTENSION

With an Active call...


- switch to  Presence Screen
- Right click on the person's Presence Button
- Choose "Park for <person's Name>"



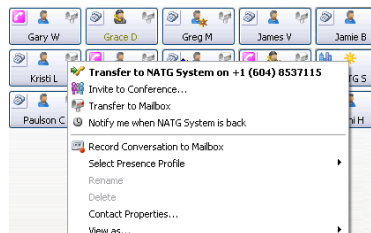
Note: When the busy extension disconnects from their current call, their phone will start to ring with the parked call.

TRANSFER A CALL


With an Active call...

- Switch to  Presence Screen
- Right click on the person's Presence Icon
- Choose "Transfer to <Person's Name>"


Note: Click transfer to Mailbox to send a caller directly to voicemail




REDIAL/CALLER ID CALL BACK

- Go into  Call History screen
- Double click on the number you would like to call



ADD A NEW PHONEBOOK ENTRY

- Click  (Open Phonebook)
- Click on the + (next to found contacts on the left hand side of the dialog box)
- Click on "Add a new Personal Contact"
- Fill out appropriate information in the New Personal Contact Dialog Box
- Click OK
- Click on the + (Next to Numbers on the Right hand side of the dialog box)
- Click on phone type (ex. Extension, Mobile, home, office, etc...)
- Enter in phone number
- Press OK

CALLING OUT FROM YOUR PHONEBOOK

- Click  (Open Phonebook)
- Double click on the person you would like to call

CALL FORWARD

- Go to the  Presence Screen
- Right click on your Presence Profile Icon
- Click  Forward all Calls...
- Enter in the phone number or the extension number
- OR
- Click Mailbox for calls to go immediately to your voicemail

To Cancel:

- Right click on your Presence Profile Icon
- Click  Cancel Call Forward

RECORDING A PHONE CONVERSATION INTO YOUR VOICEMAIL

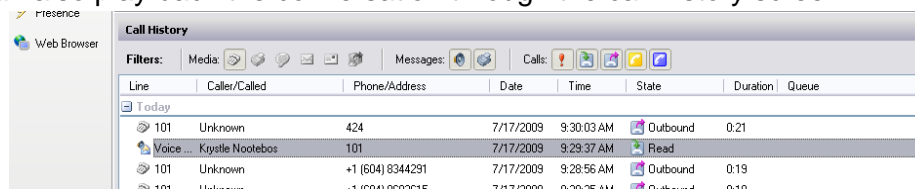
With an active call...

- Click  Record (Record Phone Conversation)

Note: Retrieve the recorded conversation the same way as all other voicemail messages

OR

- You can also play back the conversation through the call history screen



Line	Caller/Called	Phone/Address	Date	Time	State	Duration	Queue
Today							
101	Unknown	424	7/17/2009	9:30:03 AM	Outbound	0:21	
Voice ...	Kystelle Nootebos	101	7/17/2009	9:29:37 AM	Read		
101	Unknown	+1 (604) 8344291	7/17/2009	9:28:56 AM	Outbound	0:19	
101	Unknown	+1 (604) 8632615	7/17/2009	8:38:25 AM	Outbound	0:19	

