

Welcome to the Digium D6X Series IP Phone- Faculty Office Cheat Sheet



1. Message Waiting Indicator
2. Line & Rapid Dial
3. Softkeys
4. Headset
5. Speaker
6. Mute
7. Keypad
8. Volume
9. Confirmation
10. Navigation Pad
11. Messages
12. Redial
13. Transfer
14. Hold

DIALING CALLS

Pick up the handset and dial a number. To call an internal number, dial the four digit (1666) extension. To call an external number, hit the 8 key and then the seven digit extension. If the number is outside the (612) area code, hit the 8 key, enter in the area code and follow with the seven digit phone number.

For a hands-free call, press the **Speaker** button, dial number & press the red “End Call” softkey to hang up. Press the **Volume** buttons to adjust call audio levels.

You can also use **Contacts** or **Call Log** to find the number you want, then press the **Dial** softkey. If you use Contacts, you can dial a coworker’s Voicemail.

RECEIVING CALLS

Pick up the handset, or press a softkey: Answer, Ignore, Transfer, or Send VM. **Ignore** makes the call stop ringing but uses your Call Rules. **Transfer** lets you transfer the call. **Send VM** sends the call to your voicemail regardless of your Call Rules.

REDIAL

Press the **Redial** button to redial the last call you made. (If you have multiple lines, Redial automatically uses the correct line.)

CONTACTS

Contacts are used for rapid dialing, and for finding detailed information about someone. You can use Contacts from within **Transfer**, **Conference**, and **Forward voicemail**. To see the **Detail** page for a contact, press the **Show** softkey in a list of contacts. Details include the person’s **Status**.

Your contacts can also define your Rapid Dial Keys. Use the Web User Suite (Features > Phonebooks > Phonebook Options) to define those Keys. The first 40 people on your Rapid Dial automatically display **Status** information.

HOLD

During a call, press **Hold**. The line key flashes red. Press either the flashing line key or the **Resume** softkey to resume the call.

INFO

Press the Info button followed by a rapid dial key or a line key to display a detail page for that key

TRANSFER

There are three different kinds of transfers:

- **ASSISTED**—During a call, press the **Transfer** button. Enter a number or press the **Contacts** softkey to find a number. Press the **Dial** softkey. When someone answers, inform them of the call to be transferred. Press the **Transfer** softkey, and the transfer is completed.
- **UNASSISTED** (blind) —During a call, press the **Transfer** button. Enter a number or press the **Contacts** softkey to find a number. Press the **Transfer** softkey, and the transfer is completed.
- **TRANSFER TO VOICEMAIL**—If you used Contacts for a transfer, you can press the **Transfer VM** softkey instead of **Transfer**. That transfers the call to that contact’s voicemail.

Basic Overview of MCAD'S New VoIP Phone System

4 Main Softkeys

Call Log
Contacts
Status
More...

Placing a Call

Pick Up the Headset, Dial Number & Hang Up Headset When Call Ends
Press the Speakerphone Button, Dial Number & Press Red "End Call" Softkey Button to Hang Up
Press Volume Buttons to Adjust Call Audio Levels

Hold a Call

Press the Hold Button
Press Green "Resume" Softkey Button to Continue Call

Transfer a Call

Press the Transfer Button
Dial Extension
Hit "Transfer" Softkey Button
By Using the Contacts Softkey, Transfer VM Is Now An Option

Change Voice Mail Password

Dial "899" on Phone
Enter Current Password and Hit "#" Key
Press "4" to Change Password
Follow Voice Prompts to Update Your Password

Record New Voice Mail Message

Dial "899" on Phone
Enter Password and Hit "#" Key
Press "0" for Mailbox Options
Follow Voice Prompts to Record Your Unavailable, Busy, and Name Messages

Check Voice Mail Message via Email Notification

Voicemail Can Be Checked & Managed via Your Phone by Pressing the Messages Button
Voicemail Can Be Checked & Managed via Your MCAD Gmail Account by Downloading .WAV Message Attachment

Coming Soon - Expanded Web Interface Functionality, Softphone App Support, Conference Calls, Electronic Fax Services, & More