Welcome to your new phone!

Some things you’ll notice that might be a little different at first:

Sound quality:
This phone has High Definition (HD) sound. You’ll notice a much more crisp and sharp sound.

Quiet!
When nobody is talking, you’ll notice that there is no sound! It’s very quiet with no background noise.

Buttons & shortcuts:
Yes! Different buttons and shortcuts; this welcome sheet will help with the transition.

Personalize your phone by logging into https://myphone.colostate.edu

Support:
Phone: 1-5881
Email: toc@colostate.edu

Thank you from your Telecommunications Department here at Colorado State University.
Basic Features

Place a call:
- Manually, from the Dialer
- Automatically, by tapping a favorite in Home or Lines view
- Automatically, from your Favorites list, Recent Calls list, or Contact Directory

Receive a call:
- To use the handset, pick up the handset or
- To use the speaker phone, press Answer or
- To use your headset, press

Muting the Microphone
- During a call, press

Setting Up Conference Calls
- Call the first person. From Lines or Calls view, press More and then Confrnc. The active call is held.
- Using the Dialer, call the second person. When the second person answers, press More and Confrnc to join everyone. The Active:Conference screen will display

Transfer – Consultative (with Announcing)
- From Lines or Calls view, press Transfer. The active call is held
- From the Dialer, place a call to the person you want to transfer the call to, press Transfer again when you hear the ring-back sound or connect and talk with the person and then press Transfer

Transfer-Blind
- From Lines or Calls view, press Transfer. The active call is held
- From the Dialer, press Blind, and place a call to the person you want to transfer the call to. If you don’t see Blind, press More, and then Blind.

Advanced Features

Do Not Disturb
- From Home view or if phone is idle, select DND
- The Do Not Disturb icon displays in the status bar as shown:

Selecting a Ring Tone
- From the Contact Directory, use the up and down arrow keys to select the contact you want to update, press Info
- From the contact’s information screen, press Edit
- From the Edit Contact screen, use the up and down arrow keys to select Ring Type
- Select the ringtone you want, and press Save

SimRing:
- To order SimRing service contact Telecommunications.
- To access SimRing service from your CSU phone number: dial #96 and follow the spoken instructions.
- To access SimRing from any other phone dial 970-491-2900. Then, when voice prompted, dial your 10-digit CSU phone number + #, then your SimRing PIN + #, and follow the spoken instructions:
- Dial 3 to toggle SimRing service from on or off, or off to on.
- Dial # + phone number + # to add a number. (Remember to dial 8 for off campus numbers: # + 8-234-5678 + #)
- Dial * + phone number + * to delete a number.
- Dial 1 to hear the numbers on your list.

Basic Dialing

Emergency
- Dial 911

Voicemail
- On Campus: 1-5500
- Off Campus: 491-5500

Campus Numbers
- Dial 5 digit extension
- E.g. 1-1111

Off Campus
- Dial 8+ 7 digits
- E.g. 8491-1111

Long Distance
- Dial 8+1+area code+ the 7 digit telephone number (8+1+xxx-xxx-xxxx)
- Enter the long distance authorization code following the three short beeps

International
- Dial 8+011+country code+ city code+ telephone number.
- Press the send key, or just wait
- Enter the long distance authorization code following the two short beeps

Telephone Moves & Repairs
Before moving a phone to a different location/office, please contact the Office of Telecommunications for configuration.
If you experience telephone trouble in the future, please report the problem to Telecommunications at 970-491-1111.
Our operators will create a Trouble Ticket and issue it to a technician for resolution.