

This is a quick guide for using the IP phone.

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Language Setting

Following steps to set the language:

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- On the home interface, Select **Apps > System > Language**.
Enter the **Language** interface.
- Choose a language and click **Select**.

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- Select "**Menu > Settings > Language**" on the main interface.
Enter the "**Language**" interface.
- Choose a language and Click "**Confirm**".

Make a Call

Calls	Dial method	Example
Internal Calls (extension number):	phone number such as: 3620XXX	8 + last 3 digits of Campus office IP phone Dial: 8XXX number
Internal Calls (extension number):	phone number such as: 3677XXX	7 + last 3 digits of Campus office IP phone Dial: 7XXX

		number	
Internal Calls (extension number):	8 + last 3 digits of Campus office phone number	ITSC hotline: 3620315	Dial: 8315
Local Calls (in Zhuhai city)	【Phone Number】	Social Insurance Hotline: 12333	Dial: 12333
Domestic Calls (Within mainland China)	【Area code】 + 【Phone Number】	Shanghai area code: 021 Shanghai tel: 12345678	Dial: 02112345678
Domestic Mobile Calls	Mobile	Mobile: 13800001234	Dial: 13800001234
International Calls*	00+ 【Country Code】 + 【Area Code】 + 【Oversea Phone Number】	Australia country code : 61, Sydney area code: 02	Dial: 00612 12345678

Notes: *Office IP phones are by default only able to make domestic calls. If you need to activate international long-distance calling, please login to portal (portal.uic.edu.cn)- Service Center - ITSC, and click the application for international direct dial.

Call Forwarding

Call Forwarding Guideline

https://www.uic.edu.cn/en/UIC_Cloud_Phone_Call_Forwarding_Use_Reference.pdf

DND (Do Not Disturb)

Once the DND function is enabled, all incoming calls will automatically rejected. However, user can still make calls.

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- On the LCD screen, Select **Applications > Preferences > Call Settings > DND > local DND > Incoming call rejected.**
- Return to the main interface and press the "Do Not Disturb" soft key to confirm.

Cancel DND:

On the LCD main interface, press the "Do Not Disturb" soft key to cancel this function.

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- On the LCD screen, press the "**Do Not Disturb**" key to enable this function, and a red icon will appear in the upper right corner.

Cancel DND:

Press the "Do Not Disturb" soft key again to cancel this function.