Put a Call on Hold
• During a call press the Right Select button to put the call on hold. Hold is indicated on the display.

Retrieve
• Press the Right Select button to resume the call.

Transfer a Call

Blind Transfer
1. From the In Call screen, press Menu.
2. Select Transfer Directly To.
3. Enter a number or select a contact and then select Transfer.

Consultative Transfer
1. From the In Call screen press Menu and then select Consult Then Transfer To.
2. Enter a number or choose a contact then press Consult. After you speak with the person you are transferring the call to, select Transfer.

Parking Lot Transfer
1. From the In Call screen press Menu and then select Transfer to Parking Lot. The call will be placed on hold. A notification appears, displaying a number to call to retrieve the call.
2. Contact the person that you want to answer the call and give them the number from the notification.

Place a Conference Call
1. Call your first participant.
2. From the In Call screen press Menu, then select Add Others.
3. Enter a phone number or select a contact and then select Add. To add more participants, repeat this procedure.

End a Conference Call
• Hang up the handset.

Call Forwarding

All Calls
Press the Menu button to redirect calls to another number.

To Voice Mail
Press the Right Select button to send call to Voice Mail.

Call From Contacts List
1. From the Home screen, using the up/down arrows, select Contacts.
2. On the Contact Groups screen select the Group your contact is in and then select a contact name.
3. Press the Call button.

Call History

View Call History
1. From your phone’s Home screen, select the Call Logs icon by using the up/down arrows to scroll.
2. From the All Calls screen press Menu to sort the calls.

Call from Call History
1. From the Home screen select the Call Logs icon by using the up/down arrows to scroll.
2. Press the Menu to change the type of calls listed.
3. Select the type of call you want to view (Missed, Incoming and Outgoing calls).
4. Use the up/down arrows to cycle through the Call Log and press the Right Select button to place the call.

CX600 Lync Phone
Quick Reference Guide

This quick reference guide is intended for the CX600 phone. For more detailed information on your phone and its features, see UIT document “Using the Lync CX600 Phone”.

Using this Guide
◊ Complete numbered items in sequence.
◊ Where there are bulleted items, choose only one.

Setting up the PIN
Before you can use your telephone, you must sign-in to it using your PIN.

To create a PIN:
1. Go to dialin.central.uh.edu.
2. Sign-in with your CougarNet username and password.
3. Following the criteria on the PIN management screen, enter your PIN in the fields provided.

Note: If you forget your PIN, you can reset it using the same steps listed above.

Telephone Customizing Instructions
1. On the Home screen press the Menu button.
2. Select Settings.
3. Use up/down arrows to view the list.
**Make a Call**
- Lift the handset and dial the number.
- Dial the number and then lift the handset.
- Dial the number then press the Call button. This activates the speaker.
- To use the speaker, either dial the desired number and press the Speaker button or press the Speaker button first. When you hear a dial tone enter the desired number.
- If you are using a headset, either dial the desired number and press the Headset button or press the Headset button first.

**Answer a Call**
- Lift handset.
- Press the Speaker button or the Left Select button to answer a call through the speakerphone.
- Press the Headset button to answer call.

**End a Call**
- Press the Left Select button to end call.
- Hang up the Handset.
- If you are using a headset, press Headset to end call.
- To end a speakerphone call, press Speaker.

**Redial the Last Placed Call**
- Press Home button then press Right Select button.