Using the Lync CX700 Phone
The Phone Face

Your Lync phone provides the same functionality as your existing telephone and more.

The Home screen:

- Set status
- Contacts (not available)
- Voice Mail
- Call log
- Calendar (not available)
- Settings
- Call Forwarding
**Calibrate Your Phone**

Calibrating the touch screen ensures that the screen properly responds to your touch. The phone takes you through the calibration procedure when it is first plugged into the network. If you feel your phone is in need of calibrating, you can calibrate it at any time.

To calibrate your phone:

1. On the Home Screen, press the **Settings** icon.
2. Press **Calibrate Touch Screen**.
3. Press and hold your fingertip on the center of the target that appears.
4. Repeat as the target moves around.

**Answer a Call**

To answer a call, choose one of four options:

1. Lift **Handset**.
2. Press **Answer**.
3. Press the **Speakerphone** button.
4. Press the **Headset** button.

**Make a Call**

To make a call, choose one of two options:

1. Dial a **5-digit** campus extension.
2. Dial a **10-digit** off-campus number.

You no longer need to use a 9 to dial off-campus.

Long distance call: a domestic number + your long distance code.

International call: 011 + an international number + your long distance code.
Put a Call on Hold

To put a call on hold:

1. During a call, press **Hold**.

To retrieve a call from hold:

1. Press **Resume**.

Transfer a Call

To transfer a call:

1. During a call, press **Transfer**.
2. Press a transfer option.
3. Enter a **number**.
4. Press **Call**.
5. Hang up.
**Park a Call**

Instead of putting a call on hold, you can park the call in a holding queue.

To park a call:

1. During a call, press **Transfer**.
2. Press **Transfer to Parking Lot**.

The call is assigned a retrieval number. A call can be retrieved from the Parking Lot using any Lync phone on-campus.

To retrieve a call from the Parking Lot:

1. Using any Lync phone on-campus, enter * followed by the three-digit retrieval number and press **Call**.

If you want to retrieve a call that you parked, there is no need for you to enter the retrieval number. You can select the call on your Home screen and press **Retrieve**.

**Escalate a Call to a Conference Call**

To escalate a call to a conference call:

1. During a call, press **Conference**.
2. Press **Add Someone**.
3. Enter a number.
4. Press **Add**.

**Make a Call with the Speakerphone**

To make a call with the speakerphone, choose one of two options:

1. Dial the desired number, press the **Speakerphone** button.
2. Press the **Speakerphone** button, enter the desired number.
Record Your Voice Mail Greeting

To record your voice mail greeting:

2. Press Options.
3. Press Call Voice Mail.

Follow the instructions given to you over your phone by the Lync assistant.

Listen to Voice Mail

If you have new voice mail messages, the number of new messages appears next to the Voice Mail icon on your Home screen.

To listen to a voice mail message:

2. Press the voice mail message that you want to play.
3. Press Play.

To delete a voice mail message:

2. Press the message that you want to delete.
3. Press Delete.

To check your voice mail from another campus phone:

1. Dial 713-743-6111.
2. Follow the prompts.

To check your voice mail from off-campus:

1. Dial 713-743-6111.
2. Follow the prompts.
You can view a history of incoming, outgoing, and missed calls.

To view your call log:

1. On the Home screen, press the **Call Log** icon. A list of all calls (incoming, outgoing, and missed) appears.

To sort your call log:

1. Press one of the **Sorting** buttons at the top of your Call Log.