

### Listen to Voice Mail

1. Press and hold the **1** button.
2. Say **Voice Mail**.

**Note:** To check your voice mail from off-campus dial: 713-743-6200. Enter your extension and your PIN. Your CX300 SFB phone message waiting indicator located on the 1 key will be red if you have a new message.

### Restart Your SFB Phone

Unplug the SFB phone from the computer and plug it back in. The restart process begins.

### Make a Call

- Lift the **Handset** and dial the number.
- Dial the number and then lift the **Handset**.
- Dial the number then press the **Speaker** button.
- To use the speaker, either dial the desired number, then 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, then press the **Headset** button or you can press the **Headset** button first, when you hear a dial tone enter the desired number.

### End a Call

- Replace the **Handset**.
- Press the **Speakerphone** button if you are using the speakerphone.
- Press the **Headset** button if you are using the optional headset.

### Put a Call on Hold

- During a call press the **Hold** button.

### **Retrieve a Call from Hold**

- Press the **Hold** button.

### Redial the Last Placed Call

- Press the **Redial** button.

## **CX300 Skype for Business (SFB) Phone**

### Quick Reference Guide

This quick reference guide is intended for the CX300 phone. For more detailed information on your phone and its features, see UIT document "Using the SFB CX300 Phone".

### **Using this Guide**

- ◇ Complete numbered items in sequence.
- ◇ Where there are bulleted items, choose

### **SFB Phone Set-Up**

Before you can use your SFB phone:

1. Sign-in to your soft phone.
2. Plug your CX300 hard phone into your computer.

### Answer a Call

- Lift **Handset**.
- Press the **Speaker** button to answer a call through the speakerphone.
- Press the **Headset** button to answer call.

## Phone Features

- **Graphic Display** - Shows name, date, status and time.
- **Dial Pad** - These 12 buttons provide the 10 digits, the 26 alphabetic characters, and special characters available in context-sensitive applications.
- **Status Indicator** - Indicates your current status. You are not able to change your status on this phone. It is automatically set based on your SFB soft phone status.
- **Redial Button** - Dials last number called.
- **Hold Button** - Holds an active call or resumes a held call. You can also use the Hold button to clear a phone number that you have entered before you have completed the call or to toggle between two active calls.
- **Delete Button** - Backspace delete button or send a call to voice mail.

## Call Control Features

- **Speakerphone Button** - Allows for hands-free communication during calls.
- **Headset Button** - Allows you to place and receive calls through a connected headset (optional accessory).
- **Microphone Mute Button** - Mutes local microphone during calls so that others cannot hear you.
- **Volume Button** - Controls the volume.

