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
Skype for Business (SFB) 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 SFB 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.

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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.

Left Select

Right Select

Back to previous screen, or backspace delete

Up and Down arrows, cycle through options

Voice Mail message indicator light

Select button

Home button

Call Controls: volume, mute, speaker, headset

Menu button   Status light