

SIGN IN TO YOUR TELEPHONE VIA PHONE PIN CODE

1. Select **Sign In** by pressing the Softkey below where it says **Sign in** on the screen.
2. Leave **PIN code** selected as the first option from the list of **Sign-in options**, and press the **Select** Softkey.
3. On the **Sign in** screen, enter your extension into the **Phone number** field. Then, use the **down arrow** to select **Pin code** field.
4. With the **Pin code** field selected, enter your phone pin. Press the **Sign in** Softkey.
5. The screen will indicate sign in status.
6. Once signed in, the screen will display the date, time, your phone line information, and voicemail status.

SIGN OUT OF YOUR PHONE

Press the **Status** Softkey then press the **Sign out** Softkey.

Please note:

You only should sign out if the phone is shared.

Questions?

Check out our Knowledge Base on:

www.stonehill.edu/IT

1. Select the **Knowledge Base QuickLink**.
2. Select the **Telephone** category.
3. Select the **Skype for Business Telephones** sub-category.

Contact the IT Service Desk

Phone: 508.565.1111

Email: service-desk@stonehill.edu

Telephone Quick Guide

Getting started with your new 405HD Skype for Business phone.



405HD PHONE OVERVIEW



Dialing on Campus

Dial the **4-digit extension** and then press the **Dial** Softkey on your phone.

Dialing off Campus

Local Calls

Dial the area code + number

The local calling area is Easton, Brockton, Mansfield, Norton, Sharon, Stoughton, and Taunton.

Long Distance Calls

Dial 1 + area code + number

International Calls

Dial 011 + country code + city code

USING THE PHONE

Answer a Call

- Lift the handset.
- If using a headset, press the **Headset** button.
- To use the speakerphone, press the **Speakerphone** button.

End a Call

- Hang up the handset.
- If using a headset, press the **Headset** button, or the **End** Softkey.

Place a call on hold and resume the call

- Press the **Hold** button when on a call.
- While on hold, press the **Resume** Softkey.

Place a call on hold and make another call

- Press the **Hold** button and then the **New Call** Softkey
- Then, enter a phone number and press the **Dial** Softkey.
- To return to the held call, press the **Resume** Softkey.

Transfer a Call

- While on call, press the **BXfer** Softkey.
- Enter the transfer to number, and then press the **Trans** Softkey to transfer the call.


Send to Voicemail

- Press the **To VM** Softkey to send an incoming call directly to voicemail.

Redial a Number

- Press the **Redial** button
- Use the **Down arrow** to select the number you want to redial, and press the **OK** button.

Mute Yourself

- Press the mute  key.
- To resume the conversation, press the mute key again.

USING VOICEMAIL

Access Voicemail from your phone

- Press the **Voicemail** key on your phone, or dial **1400** and press the **Dial** Softkey.
- Follow the voice prompts.

Access Voicemail from anywhere

- Call 508-565-1400 and follow the voice prompts.