Transfer a Call

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

Consultative transfers

A consultative transfer allows you to consult with a party before transferring a caller to them.

- While on call, press the **Transfer** key.
- Enter the number, or select the **Contact** you want to transfer the call to.
- The party's phone will ring and you will be able to speak with the party before transferring the caller to them.
- Press the Transfer key to transfer the caller to the party you consulted with.
- The caller is now connected to the party you transferred them to.

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.

Telephone Quick Guide

Getting started with your new 440HD Skype for Business phone.



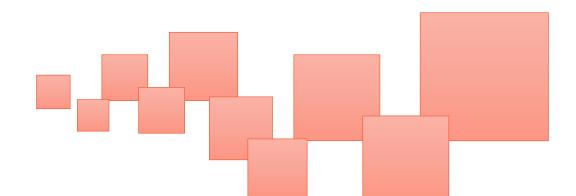
Questions?

Check out our **Knowledge Base** on **www.stonehill.edu/IT**

Contact the IT Service Desk

Phone: 508.565.1111

Email: service-desk@stonehill.edu



440HD 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

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, then press the
 Softkey and select New Call.
- Then, enter a phone number and press the Dial Softkey.
- To return to the held call, press the End Softkey to end the new call, and then press the Resume Softkey.

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.

FAVORITES & SPEED DIAL

Add Favorites in the Skype for Business Application

These steps must be followed in the Skype for Business Application on your PC.

- Type the name of the Contact you want to add to your Favorites group into the Find... field.
- Right click on the Contact you wish to add and select Add to Favorites.
- The Contact will now be available in your Favorites list in Skype for Business, and on the Favorites list under the Contacts on your Skype for Business telephone.

Adding Speed Dial Contacts

- Press the Speed Dial Button you want to assign to a Contact.
- On the Function Key # screen, choose 3. Select from Directory... from the list.
- On the Favorites screen, arrow down to the contact you want to add, and then press the OK Key.
- On the Details Favorite screen, leave the Sip URL for the contact selected, and press the Select Softkey.
- Select 2. Key Label from the list and use the keypad to type in how you want to contact name to display.
- Press the Save Softkey.
- The contact will display in your Speed Dial Buttons.