MIT VoIP Quick Start Guide:
Supplement for Multiple-Line Phones

Guide to Phone Icons

- A phone number is assigned to the line key. Line is idle and has no new messages.
- A shared line. Line is idle and has no new messages.
- The line is on hold.
- The line is engaged in a conference call.
- There is a technical problem. Please call 3-HELP.
- There are new messages waiting for the line.
- The line is ringing.
- A pair of animated arrows. You are currently talking to someone on that line.
- The line key has been assigned a speed-dial number. The name of the contact (or the number if the name is not available) will also appear.
- Do Not Disturb is activated.
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- An animated "HD" image. You are currently talking to someone on that line with high-definition voice.
- Your call is encrypted for security.

If you have feedback regarding this pamphlet, write to rminav@mit.edu.

Technical assistance is available 8 AM - 5 PM, Monday - Friday. Call 3-HELP or write to telephone-help@mit.edu.

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Line Key Indicator Lights
- Flashing Green: A call is ringing on that line.
- Steady Green: You are talking on that line.
- Flashing Red: A call is on hold on that line.
- Steady Red: Someone is talking on that line on another phone.

Answering Calls
- If you are not on another call, pick up the handset. You will be connected to the incoming call.
- If you are on another call:
  1. Press the line key where the new call is ringing. The first call will automatically be put on hold.
  2. To pick up a call that is on hold, press its line key.

Creating Directory Listings

Add a New Entry
1. Press Directories and select Contact Directory.
2. Press the Add soft key.
3. Enter the phone number in the Contact field. If you wish, complete other fields. By default, the contact will be assigned the next available speed dial index number (see Speed Dial at right).
4. Press the Save soft key.

Create Directory Entry from Call List
1. Open a call list and highlight the call you want.
2. Press the More soft key, then the Save soft key.
3. Open the Contact Directory and find the new contact at the top of the list. Press the Edit soft key to complete other fields if you wish.
4. Press the Save soft key to save the entry.

Ring Tones & Silent Ring
You can configure each phone number on your phone to have a distinctive ring tone. If you set it to Silent Ring, that line will not audibly ring on your phone.
1. Press Menu.
2. Select Settings, Basic, and then Ring Type.
3. Select the line you want to configure.
4. Select the ring tone you want for that line. To hear a sample of a ring tone, press the Play soft key.
5. After selecting a ring tone, you will return to the Line Select window. Select a new line to configure if you wish. Select the same line to confirm that the new ring tone's box is checked.
6. Press Menu to exit when you are finished.

Speed Dial

Assigning a Speed Dial
1. Highlight the entry for the contact in your Contact Directory. (See Creating Directory Listings at left.)
2. Press the Edit soft key.
3. Enter a number in the Speed Dial Index field and press the Save soft key.

Managing Speed Dials
Contacts will appear on your speed dial list in order by index number. Your speed dials will be assigned to unused line keys automatically in order by index number.
If you assign an index number that is already in use, the original contact with that number will be removed from your speed dial list.
To remove a contact from your speed dial list, delete its speed dial index number.

Using Speed Dials to Place Calls
- Press the line key it's assigned to, if any, or
- Press the up arrow to open your speed dial list, highlight the contact you want, and press the Dial soft key.

Side Car
The optional side car module (available for the Polycom SoundPoint 650 model only) works the same way as line keys. If a phone number is assigned to a side car key, the number will appear on the side car's display to the left of the key. You may assign speed dials to any unassigned side car line keys. A side car is a useful accessory if you monitor more than two or three numbers.

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