Welcome to the Digium D6X Series IP Phone

DIALING CALLS

Pick up the handset and dial a number or dial a number and pick up the handset.

You can also use **Contacts** or **Call log** to find the number you want, then press the dial softkey.

RECEIVING CALLS

Pick up the handset, or press a softkey: Answer, Ignore, Transfer, or Send VM. **Ignore** makes the call stop ringing. **Transfer** lets you transfer the call. **Send VM** sends the call to your voicemail.

REDIAL

Press the **Redial** button to redial the last call you made. If you have multiple lines, Redial automatically uses the correct line.

HOLD

During a call, press **Hold**. The line key flashes red. Press either the flashing line key or the **Resume** softkey to resume the call.

TRANSFER

During a call, press the **Transfer** button. Enter a number or press the **Contacts** softkey to find a number. Press the Transfer softkey, and the transfer is completed.

VOICEMAIL

Dial 4400 to access the Voicemail System. Off-campus dial 318-427-4400. All passcodes have been reset to 1234.

Follow the instructions below to change your passcode.

1. Enter password then #
2. If you have messages, they will be listed.
3. To setup Mailbox Options and record your voicemail greeting, press 0.
   - Option 1 is to record "Your Unavailable Message"
   - Option 2 is to record "Your Busy Message"
   - Option 3 is to record your "Name"
4. To change your password, press 4 to change your password.

CONFERENCE (3-WAY CALLS)

During a call, press the **Conference** softkey. Dial the third participant's number, or use **Contacts**. Press the **Conference** softkey to connect all participants. To split a conference into separate calls with each participant, press the **Split** softkey and select the participant to drop from the call.

CONTACTS

Contacts are used for rapid dialing and for finding detailed information about someone. You can use Contacts form within Transfer, Conference, Forward voicemail. To see the Detail page for a contact, press the Show softkey in a list of contacts. Details include the person's Status.

STATUS

Press the Status button or softkey to change your status. Do Not Disturb sends incoming calls to your voicemail. Your coworkers can see your status on their phone.

MESSAGE WAITING INDICATOR LIGHT

Located in the upper right corner of the phone. When receiving a call, the indicator will flash green. When on a call, the indicator will be a solid green light. Unread voicemail messages will flash red. Voicemails that are being received at the moment will flash amber.

HANDSET, SPEAKERPHONE, AND HEADSET

Handset and headset connections are on the back of the phone. The phone's loudspeaker is underneath the handset cradle.

CONFIRMATION/CANCEL KEYS

The confirmation key confirms a selection, while the X key cancels or exits a selection.

SOFTKEYS

Located below the phone display screen, soft keys allow you to make selections and engage with your phone's functions. These will change depending on the screen content.

1. Message Waiting Indicator
2. Line & Rapid Dial
3. Pagination
4. Softkeys
5. Headset
6. Speaker
7. Mute
8. Keypad
9. Volume
10. Confirmation/Cancel
11. Navigation Pane
12. Messages (Voicemail)
13. Redial
14. Transfer
15. Hold

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Questions?
Submit a helpdesk ticket to iethelp@lsua.edu