Welcome to the Digium D80 IP Phone

THE TOOL BAR
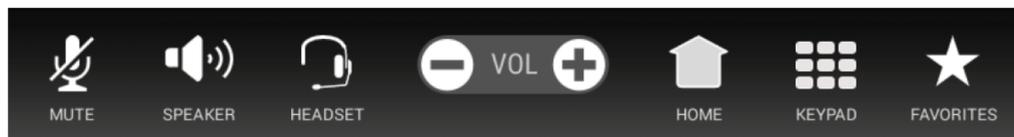

- **Mute** - Disables your microphone.
- **Speaker** - Toggles the built-in speaker on/off.
- **Headset** - Engages the wired headset on/off.
- **Volume** - Adjusts the volume of the ringer or call audio.
- **Home** - Returns to the home screen and notifications.
- **Keypad** - Dial numbers or navigate interactive voice responsive menus.
- **Favorites** - Displays your Rapid Dial list. Create and edit lists in the web user suite.

THE STATUS BAR
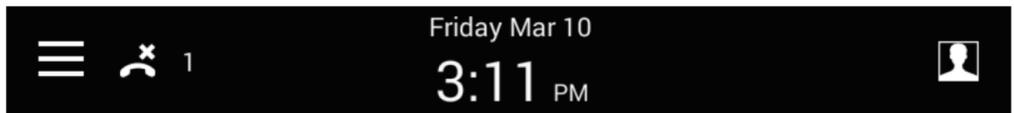
- **Navigation Drawer** - Tap the icon to access the Applications Menu.
- **Missed Calls** - The number of missed calls.
- **Date & Time** - Set to your timezone.
- **Status** - Tap the icon to change your status.

NOTIFICATIONS
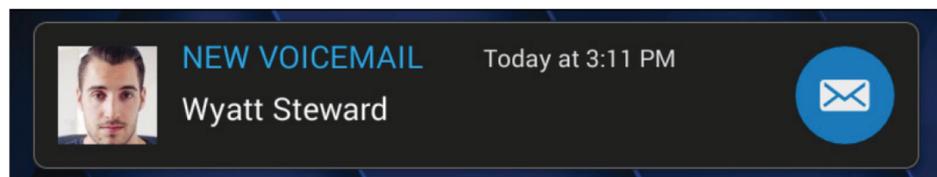
Missed calls and unread Voicemail notifications are displayed on the Home Screen until reviewed/listened to. Tap the user's icon to see their detail page or tap the default button to perform its action.

DIALING CALLS

Tap **Keypad**, dial, then tap the **Green Dial** button to start the call. You can use **Favorites**, **Contacts**, or **Call Log** to find the number you want.

FAVORITES

To make a call using the **Favorites** application, swipe from the right to access your Favorites drawer or click the **Favorites** icon on the **Tool Bar**. Tap the name of the favorite you wish to dial. If you want more information on the favorite, use a long-press to open the Contact Details card.

RECEIVING CALLS

Pick up the handset or tap 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

In the **Keypad** screen tap the **Green Dial** button to recall the last number, confirm the number is correct then tap the **Green Dial** button to redial.

TRANSFER

During a call, tap **Transfer**. Navigate to your **Contacts, Favorites, or Keypad**. Select a contact or enter a number. When someone answers, inform them of the call to be transferred. Tap **Complete**.

CONFERENCE (3-WAY CALLS

During a call, tap **Conference**. Dial the third participant's number, or use Contacts. Tap **Complete** to connect all participants. Tap **Split** to separate calls with each participant.

THE NAVIGATION DRAWER
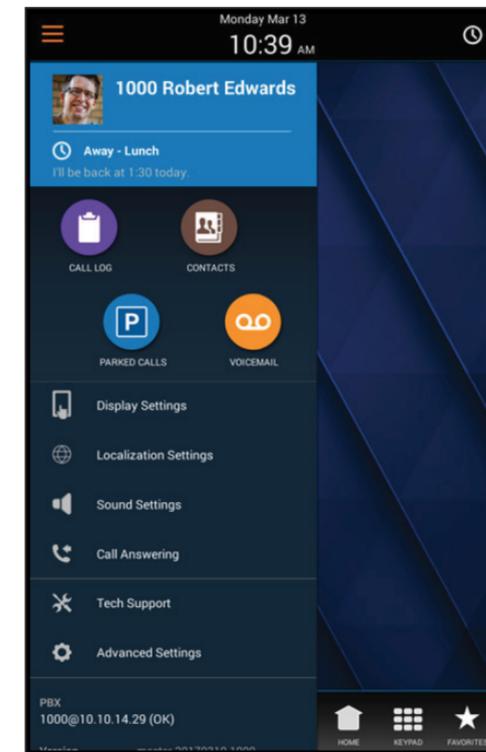
To access the Navigation Drawer, swipe the left side of the screen or tap the "burger" icon.

The blue area displays the phone's username, number, avatar, and availability status.

Icons display access to your phone applications and settings.

CALL LOG

Tap **Call Log** to see your recent incoming, outgoing, and missed calls. Tap the name of an item to see details, or tap the phone number to dial it.

CONTACTS

Tap Contacts to find detailed information about your contacts and to dial their numbers. You can use contacts from within **Transfer, Conference, and Forward** Voicemail.

VOICEMAIL

Tap **Voicemail** in the Navigation Drawer to display your Voicemail Inbox. Unplayed messages are marked with a closed envelope. Tap the folder icon in the top right to access your folders.

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