

Lync Server Phone System

1) How to make a phone call on Lync VOIP Phone system

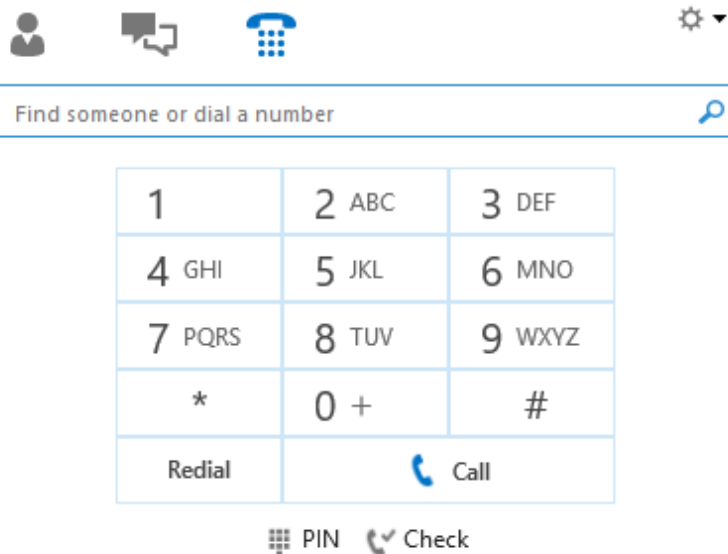
To make a phone call from the Lync VOIP Phone System do the following.

1. Ensure your VOIP Phone system is on and working.
2. Make sure you have an approved headset on when using the VOIP Phone system connected to your computer.
3. Press the phone



button to see the dial features.

When you have press the **phone button** you will see the dial-pad.



4. To dial a phone number you can use your Computer Keyboard, Computer Keypad or you can manually press the numbers using your mouse and clicking on the numbers on the dial-pad itself.

Important: When entering your number you must enter the Area Code or the International Code to ensure the call is dialled out correctly.

Example 1:

93156633

is **not correct** as it does not have an area code or international code.

Example 2:

0893156633

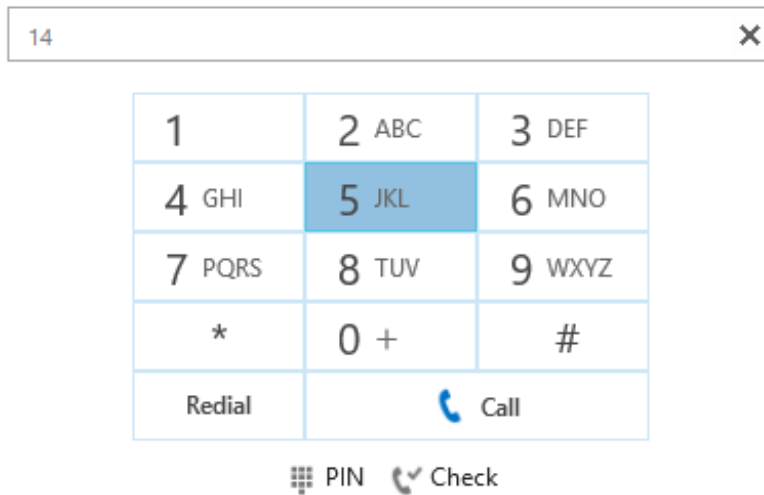
is **CORRECT** as the area code entered of 08

Example 3:

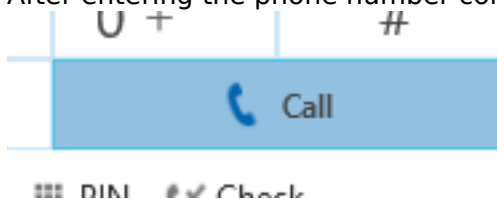
+61893156633

is also **CORRECT** as the it has the **+61 8** entered. The +61 is the international code and the **8** is the area code.

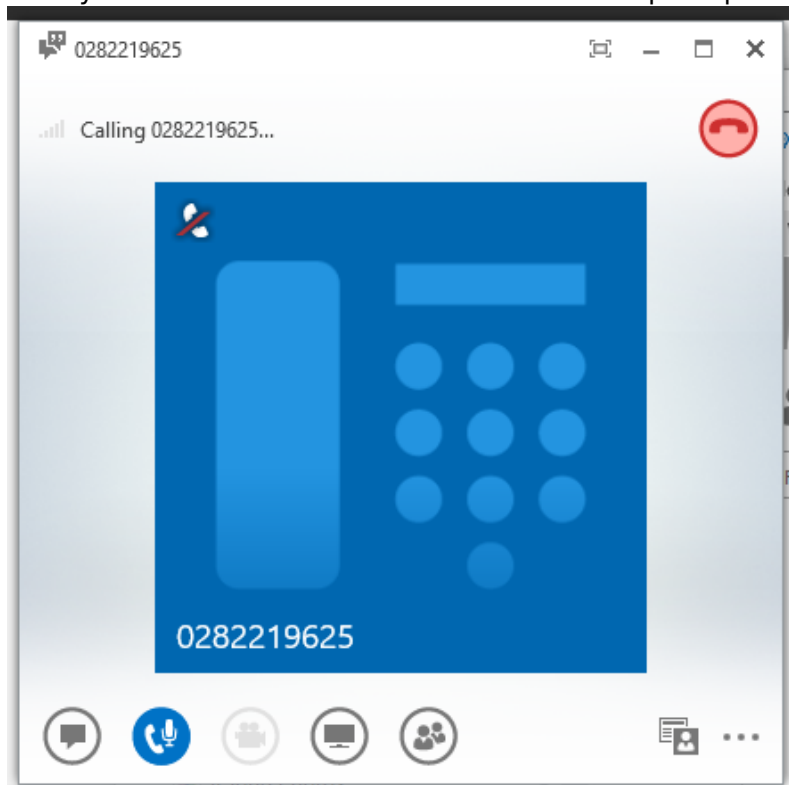
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5. After entering the phone number correctly press the call button



6. The system will dial the call and a window will open up informing you of the status of the call.



There are a few buttons on the Call Status Window. These buttons work as follows:

1. Press the



button if you wish to put a customer on **hold**.

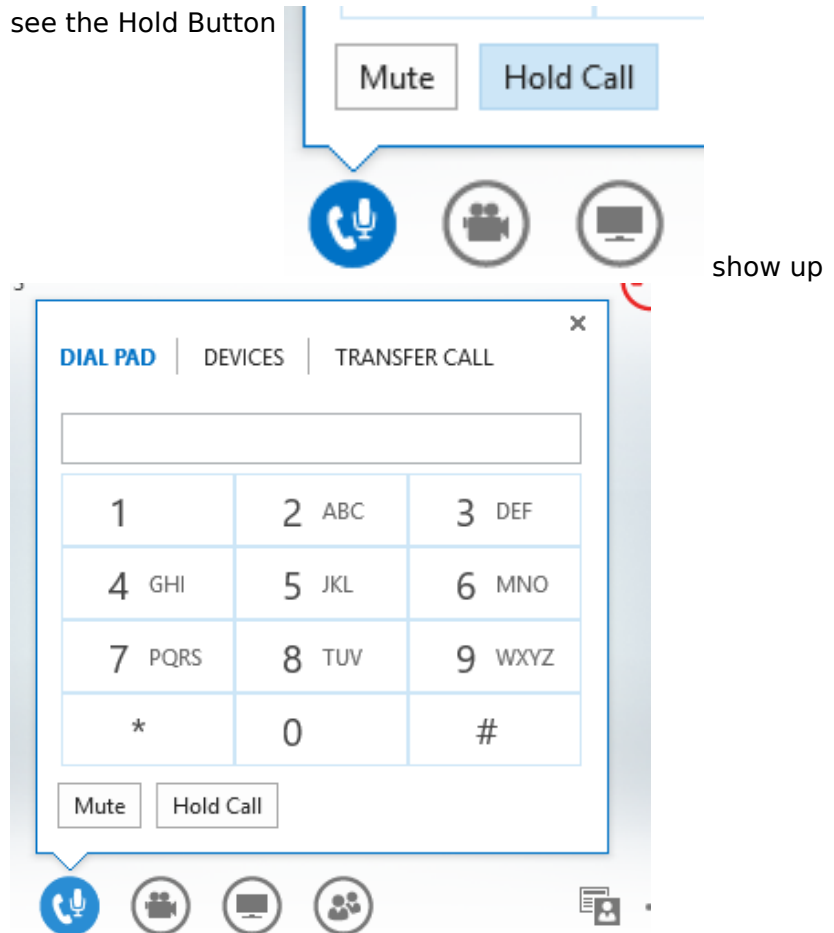
1. Simply move your mouse over the



button until you

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see the Hold Button



IMPORTANT: If your phone hold button looks like this



with a **red line** over the microphone, it means you have pressed the button and muted the conversation with the customer. To unmute press the

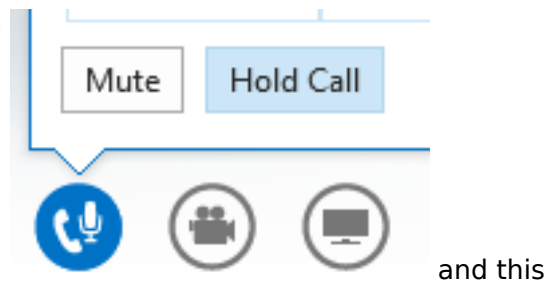


like



again until it looks

2. Press the Hold Button

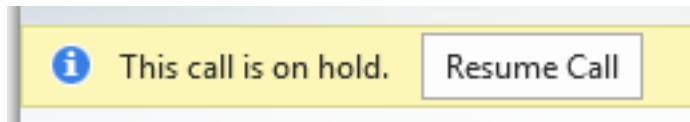


will put the customer on hold.

3. To return to the customer and take them off hold, press the button that is displayed

Resume Call

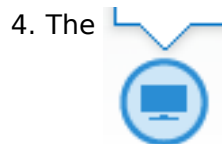
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is how to make a conference call or support call.Â Refer to [How to setup a Conference Call or Meeting Call or Multiple Staff Support Call on Phone System](#) .



button is a video recording button and is **NOT REQUIRED** and **SHOULD NOT BE USED** for customer calling.Â It is only used for conference meetings for staff training or staff meetings.



is a notes button and **IS NOT LONGER IN USE**.Â **DO NOT PRESS THIS BUTTON OR USE IT.**



button give you details and information of the call you are on.



buttons are not useful and should not be used or pressed.

1. To End the call (hang up) on the customer when finished press the



button.

hang

Attached files:

Unique solution ID: #1325

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