CISCO IP PHONE

To Place A Call: Lift the handset and dial the number

1. Extensions on campus must now be preceded by the number 2 (i.e. Academic Affairs would be 26861)
2. Off-campus calls dial 9 then phone number
3. Maryland calls, dial 8 & area code & phone number
4. In case of a 911 Emergency, just dial 911

To Transfer A Call:

1. During the call, press the Transfer key
2. Dial the number to which you want to transfer the call
3. When you hear ringing, or after the party answers, press Transfer again.