Quick reference guide

Log in
- Press key **OK** and choose **Mobile logon**.
- Enter your **MobilityID** (phone number 4314277 + extension, e.g. 43127798765) and press key **OK**.
- Enter your **PIN** and press key **OK**.
Display shows the **Mobility symbol** and your extension in upper right corner when you are properly logged on to the telephone.

Log off
- Press key **OK** and choose **Mobile logoff**.
- Press key **OK**.
Display shows 7-digit telephone number 98xxxxx in upper right corner when you are logged off.

Lock telephone
During your absence (closing time, weekend, holidays) you can lock your telephone for **external calls**. A lock will remain active until unlocking. During a lock the call history will be updated.
- Hold key # until display shows **Confirm lock**.
- Confirm with key **OK**.

Unlock telephone
- Choose from menu **User unlock** and enter your **PIN**.
- Confirm with key **OK**.

Troubleshooting
If a problem occurs with your telephone, **please try the following first**:
- Log off and directly log in.
- Log off and unplug the telephone. Wait a minute, then plug in the telephone and log in.
If the problem persists, please contact the **Helpdesk**:
Mo – Fr 8 a.m. – 4 p.m. T: +43-1-4277-444
helpdesk.zid@univie.ac.at F: +43-1-4277-9140

Forgot PIN?
Find your PIN at [zid.univie.ac.at/en/account-info/](https://zid.univie.ac.at/en/account-info/) (log in with u:account-UserID and password).

Documentations (German only)
Instructions for the telephone and additional functions (voicemail, eFax, mobile clients e.g.) are available on the internet at:
[zid.univie.ac.at/anleitungen/uphone/](https://zid.univie.ac.at/anleitungen/uphone/)
Making a call

**For internal calls (phone numbers of the University of Vienna)**

📞 lift handset 📞 dial extension (for mobile: 90 + extension, e.g. 9098765)

**For external calls**

📞 lift handset 📞 dial 0 📞 dial phone number

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**During calls with a party A**

**Switching to speakerphone mode**

hold on 📞

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</table>

**Function keys and audio keys**

[Image of function keys and audio keys]

- 🔄 Start voice dialing
- 📞 Activate/deactivate forwarding
- 🔄 End (disconnect) call
- 📞 Turn microphone on/off
- 📞 Turn headset on/off
- 📞 Turn speaker on/off
- 🔄 Run finger over TouchSlider: Depending on situation, set volumes for ringer or speaker
- 📞 Telephony interface
- 📞 Phonebooks
- 📞 Call lists
- 📞 Voicemails
- 📞 Service/Applications menu
- 📞 Help funktion
- 📞 Shining blue: mode is active
- 📞 Shining white: new entry in call list / new voicemail