




Quick reference guide



Log in

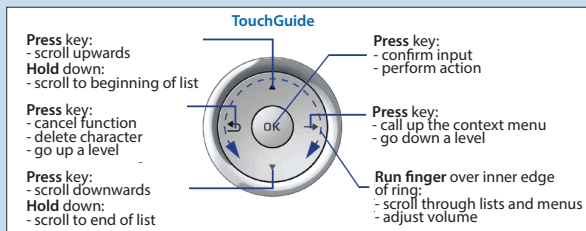
- Press key **OK** and choose **Mobile logon**.
- Enter your **MobilityID** (phone number 4314277 + extension, e.g. 43127798765) and press key **OK**.
- Enter your **PIN** and press key **OK**.

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/ (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/



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

During calls with a party A

Switching to speakerphone mode

hold on

Consultation

→ „Consultation“ phone number for party B party B →
„Disconnect & return“ party A

Accepting call waiting

call waiting tone „Accept“ party B party B →
 „Disconnect & return“ party A

Deflect call on call waiting

call waiting tone „Deflect“ phone number for party B party A

Start conference

→ „Consultation“ phone number for party B party B →
 „Conference“ party A and B

Start conference on call waiting

call waiting tone „Accept“ party B → „Conference“
 party A and B

Blind transfer to party B

→ „Consultation“ destination phone number

Transfer after consultation

→ „Consultation“ phone number for party B party B

Function keys and audio keys

