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

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
- party B

- “Conference“

Blind transfer to party B

- “Consultation“
- destination phone number

Transfer after consultation

- “Consultation“
- phone number for party B

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