UB Phones
Learn how to check your voicemail, transfer calls, make conference calls and more.

Basic call functions

Placing a call on hold
While on a call, press the Hold key. To resume, press Hold again.

Transferring a call
1. While on a call, press the Transfer key. Then dial the third party’s number.
2. When the third party answers, announce the call, press Transfer again, then hang up.
3. If the third party is busy or unavailable, press the End Call soft key, then press the Resume soft key to return to the first party.

Making a conference call
1. While on a call, press the Conference key.
2. Dial the second party’s number. When they answer, press Conference again. Repeat to establish up to six callers.

Accessing voicemail
Press the Messages button.

Returning calls
Use the Recents action button to review history and return missed calls.

Application
Press the Application button and select Settings to customize various settings such as ring tone and wallpaper.

Dialing speed dials (if programmed)
1. Press the desired Speed Dial line button.
2. The speaker phone will be used to complete the call.

Self Care Portal: buffalo.edu/ubit/scp
The Self Care Portal provides additional phone options via a Web browser. Log in with your UBITName and password to forward calls to a different number, update your speed dials, ringer settings, change your voicemail and more.

Local = xxx-xxxx
Long Distance* = 1+ area code + xxx-xxxx
International* = 011+ country code + number
University Operator = 645-2000
University Police Emergency = 645-2222
University Police Non-emergency = 645-2227

*UB closely monitors long distance and international calls

Learn more: buffalo.edu/ubit/phones
Self Care Portal: buffalo.edu/ubit/scp
Get help: buffalo.edu/ubit/help

Need help?
Contact the UBIT Help Center: buffalo.edu/ubit/help
(716-645-3542) or visit the Lockwood 2nd Fl. Cybrary (North) or Abbott Health Sciences Library (South)