UB Phones

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

- **Line buttons**
- **LCD screen**
- **Action buttons**
- **Indicator light**
- **Softkey buttons**
- **Return**
- **Navigation pad**
- **Messages**
- **End call**
- **Hold**
- **Conference**
- **Speaker**
- **Applications**
- **Directories**
- **Transfer**
- **Mute**
- **Headset**
- **Volume**

📖 Learn more: **buffalo.edu/ubit/phones**

⚙ Self Care Portal: **buffalo.edu/ubit/scp**

❓ Get help: **buffalo.edu/ubit/help**

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Information Technology

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 wil 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

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)