Reference Guide – Dial Pad

Place a Call

Enter a Number
1. Enter the contact number by using the on-screen dialpad or your keyboard.
2. To delete a number, click or press Backspace.
3. Click to start the call.

Use the directory
1. Select 0.
2. To search for a contact, in the Find a contact field enter the name or part of the name, and then press Enter.
3. Click the Contact's name
4. Click the applicable device name to start the call.

Answer a Call
Click Answer.

End a Call
Click .

View Recent Calls
1. Click .
2. Click on the call you want to review.

Reference Guide – In Call Menu

Submit a Help Desk ticket at http://nk.psu.edu/assistance to schedule training or to request assistance.