

- You or your local IT person should install the Unicom Lync client on your workstation. This can be done any time before your phone number is converted to Unicom. Installation can be done from <http://iuware.iu.edu>. Look for the Unicom Lync client under Office Tools.
- Your pc or mac should have a window from your Lync client prompting you to enter your network credentials “ads\username” and passphrase
- Be sure your current office phone number is listed at OneStart to ensure correct caller id. See instructions at <http://phonebook.iu.edu/mylisting.cfm>

Diagram of phone CX300



Making phone calls

Dial numbers as follows, and then either lift the receiver or press the Speakerphone key.

- **On-campus calls (IUB and IUPUI):** You can dial any on-campus number at either the IUB or IUPUI campus by dialing only the last five digits, e.g., 5-XXXX, 6-XXXX, 7-XXXX, or 8-XXXX.
- **On-campus calls (regional campuses):** For calls on your campus, dial the last four digits of the number. For calls to another IU campus, dial the 10-digit number, e.g., 812-XXX-XXXX. Do not dial 9 before the number.
- **Off-campus local calls:** Dial the 10-digit number, e.g., 812-333-1212 or 317-555-1212. Do not dial 9 before the number.
- **Direct dial long distance calls:** Dial the 10-digit number, i.e., the area code plus the seven-digit number. Do not dial 9 before the number. When you hear the stutter dial tone, enter your authorization code.
- **International calls:** Dial 011 plus the international number. (You may see the numbers 256 before the 011 on your display.) Do not dial 9 before the number. When you hear the stutter dial tone, enter your authorization code.

Accessing voice mail: For voice mail instructions, go to URL: <http://kb.iu.edu/data/axem.html>