









IBC Phone Set

The new phone set being launched in Government have a high-resolution, colour display with programmable keys and shortcut buttons. The legend below can help you navigate the features of the new phones.



Phone Set Glossary

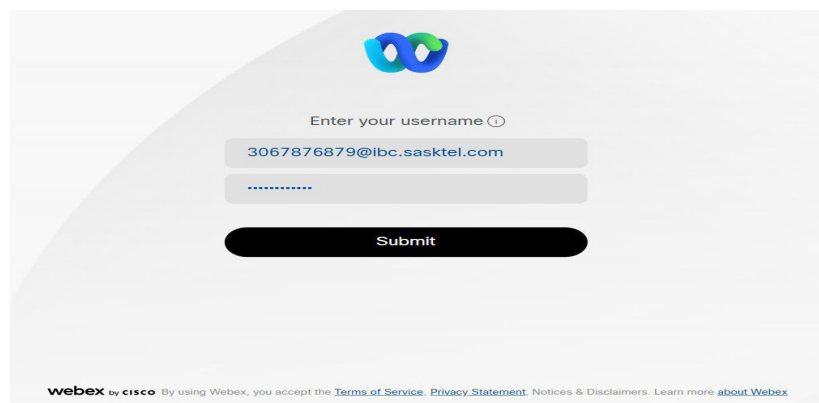
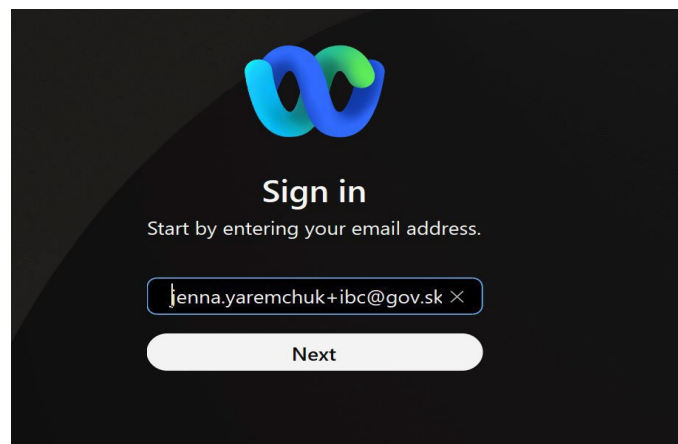
1	Handset light strip	A flashing red light indicates when a call is incoming. A steady red light indicates a new voicemail.
2	Phone screen	Shows information about your phone such as directory number, active call and line status, softkey options, speed dials and phone menu listings.
		 Missed call icon and a counter showing the number of missed calls  Voicemail icon and a counter showing the number of voicemails
3	Programmable feature button	Your phone provides quick access to your phone lines, features and call sessions.
		 Steady – Active call or two-way intercom call  Steady – Privacy in use, one-way intercom call, Do Not Disturb (DND) active or logged into a Hunt Group  Steady – Remote line in use (shared line or Line Status)  Flashing – Held call  Flashing – Incoming call or reverting call  Flashing – Remote line on hold
4	Softkey buttons	Softkey options display on your phone screen.
5	Navigation and selection button	Allows you to scroll through menus, highlight items and select the highlighted item.
6	Release button	Ends a connected call.
7	Hold/Resume button	Place an active call on hold and resume the held call.
8	3 to 6-way conferencing button	Create a conference call with up to a maximum of six participants.
9	Transfer button	Transfer a call.
10	Speakerphone button	Toggle the speakerphone on or off. When the speakerphone is on, the button is lit.
11	Mute/Unmute button	Toggle the microphone on or off. When the microphone is muted, the button is lit.
12	Headset button	Toggles the headset on or off. When the headset is on, the button is lit.
13	Dialpad	Allows you to dial phone numbers, enter letters and select menu items (by entering the item number).
14	Volume button	Control the handset, headset and speakerphone volume (off hook) and the ring volume (on hook).
15	Applications button	Opens or closes the Applications menu. Use the Applications button to access history, speed dials and user preferences.
16	Voicemail button	Auto dials your voice messaging system.
17	Contacts button	Opens or closes the Directories menu. Use the Contacts button to access personal and enterprise directories.
18	Back button	Return to the previous screen or menu.
19	Handset	Phone handset.
20	Speaker and microphone	Speaker for speakerphone and the ring tone. Microphone for calls using speakerphone.

Online version of your IBC landline telephone

When you receive your new IBC telephone, you will gain access to an online Soft Client desktop application. This application allows you to make and receive phone calls on your computer.

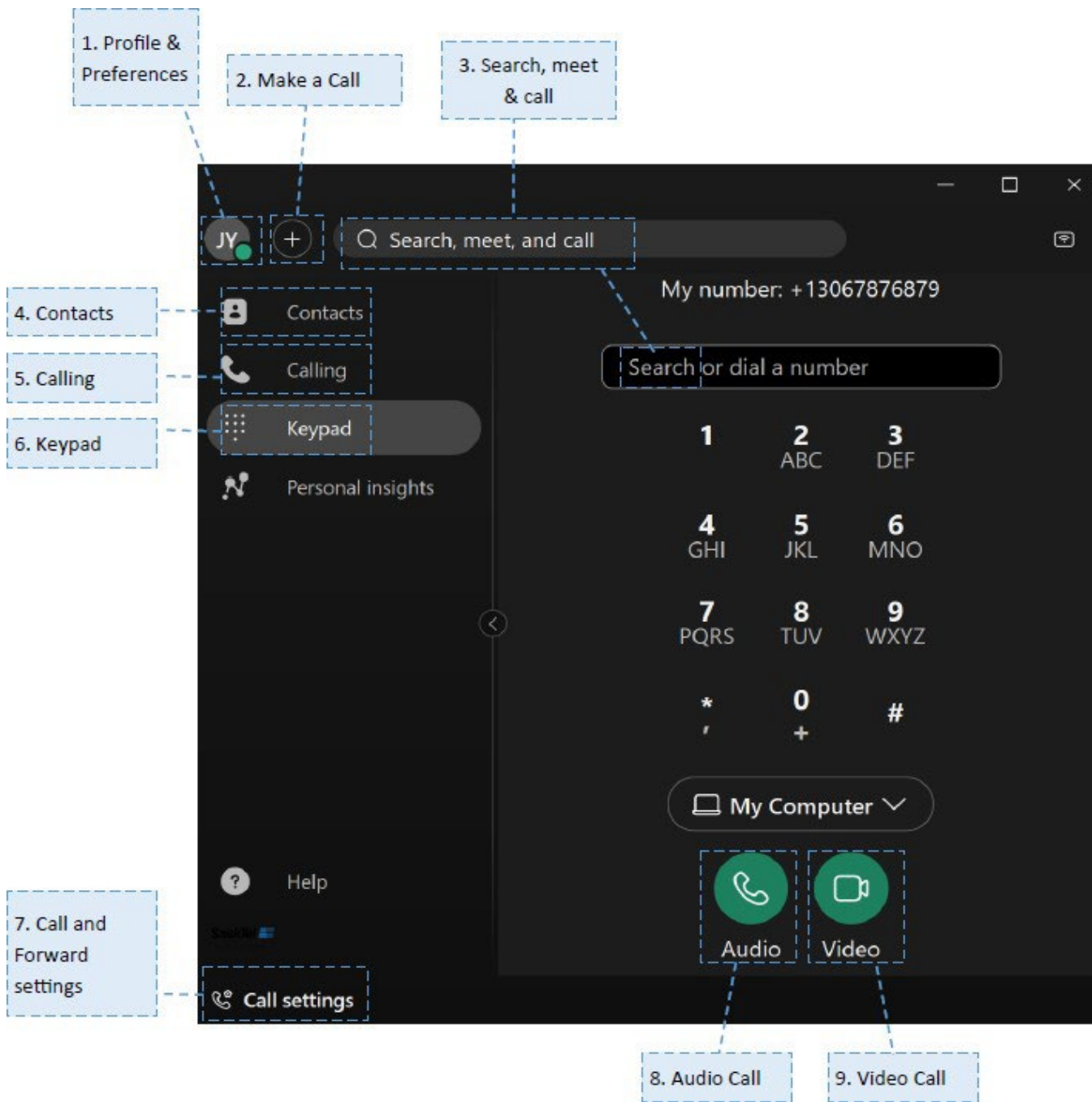


Client Login



Once you receive an IBC phone, SaskTel sends an auto-generated email with your username and password that are associated with your IBC phone number for the new telephone services (i.e. 3067871234@ibc.sasktel.com) - check your junk mail folder if you do not receive the email.

Webex Softphone Application



[Click here](#) to watch a training video and learn more about using your new IBC with Webex application.

1 Profile & Preferences

2 Make a Call

3 Search, Meet & Call

4 Contacts

5 Calling

6 Keypad

7 Call & Forward Settings

8 Audio Call

9 Video Call

Manage your landline phone features online

When you receive your new IBC telephone, you will gain access to an online IBC User Portal. This portal allows you to enable and manage a number of features on your landline phone online.

IBC User Portal can be accessed at this URL: <https://ibcportal.sasktel.com/Login/>.

IBC User Portal

Username:
3067871234@ibc.sasktel.com

Password:
12 characters password

SaskTel

User ID
Password
 Remember Password

Login

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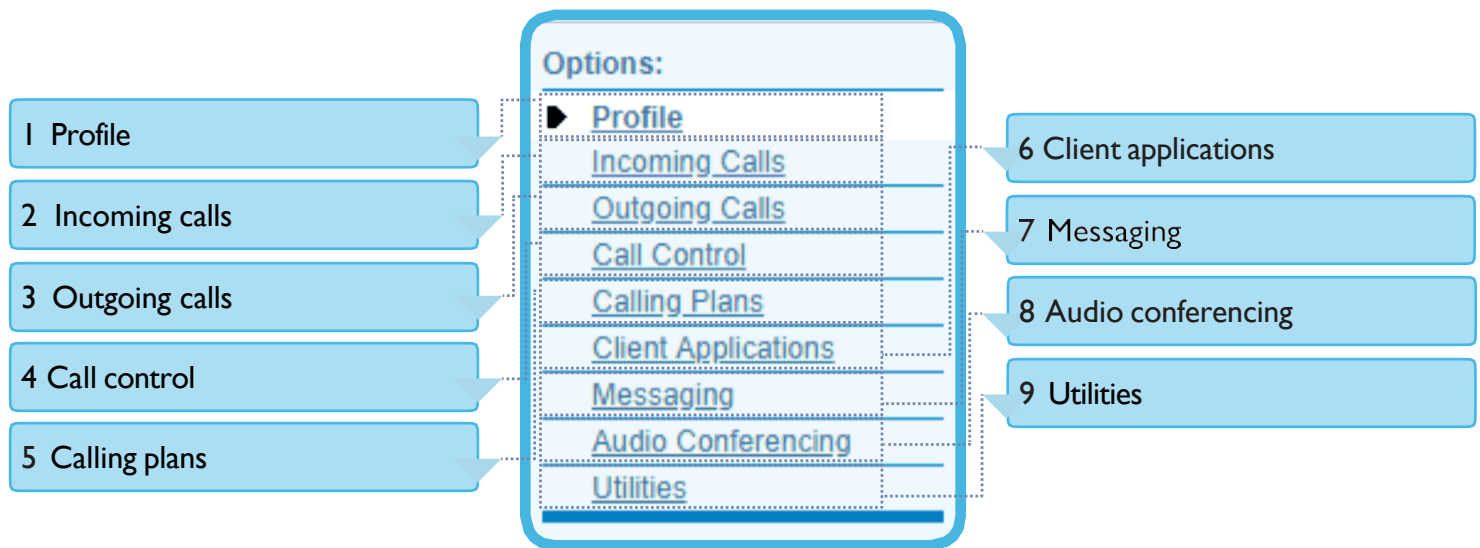
Tip: Check “Remember password” and stay logged into Soft Client.



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IBC User Portal

The legend below can help you navigate the features of the IBC User Portal.



IBC User Portal Glossary

1	Profile	Profile, Addresses, Announcement Repository, Passwords, Schedules, Call Policies, Device Policies and Privacy.
2	Incoming calls	Calling Name Delivery, Calling Number Delivery, Call Forwarding Always, Call Forwarding Busy, Call Forwarding No Answer, Call Notify, Connected Line Identification Restriction, Do Not Disturb, Call Forwarding Selective, Selective Acceptance and Selective Rejection.
3	Outgoing calls	Automatic Callback, Call Return, Last Number Redial, Speed Dial 8 and Personal Phone List.
4	Call control	Customer Originated Trace, Directed Call Pickup, Call Transfer, Music/Video On Hold, 6-Way Call, Call Me Anywhere, Push to Talk and Shared Call Appearance.
5	Calling plans	Incoming Calling Plan, Outgoing Calling Plan and Outgoing Digit Plan.
6	Client applications	Busy Lamp Field, IBC Desktop - Video, IBC Mobile - Video and IBC Tablet - Video.
7	Messaging	Collaborate - Sharing, Interated IM&P and Third-Party Voice Mail Support.
8	Audio conferencing	Conferences, Recordings and Bridges.
9	Utilities	Basic Call Logs, Feature Access Codes, Enterprise Directory and Registrations.

If you need help with any of the information in this document, or if you have any type of telephone related questions, please contact the Telephone Coordinator for your Ministry or Agency.