## BUTTONS ON YOUR PHONE

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
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<tbody>
<tr>
<td><strong>LINE OR SPEED DIAL BUTTON</strong></td>
<td>Opens a new line or speed dials the number on the LCD screen</td>
</tr>
<tr>
<td><strong>DIRECTORIES</strong></td>
<td>Provides access to call histories and directories</td>
</tr>
<tr>
<td><strong>SETTINGS</strong></td>
<td>Provides access to phone settings such as LCD contrast, ring tone, network configuration, and status information</td>
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<tr>
<td><strong>SERVICES</strong></td>
<td>Provides access to any available phone services</td>
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<tr>
<td><strong>MESSAGES</strong></td>
<td>Provides access to your voice message system</td>
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<tr>
<td><strong>QUESTION MARK</strong></td>
<td>Displays help on your LCD screen for a phone button or function</td>
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<tr>
<td><strong>NAVIGATION</strong></td>
<td>Allows you to scroll through text and select features displayed on the LCD screen</td>
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<tr>
<td><strong>SPEAKER</strong></td>
<td>Use to place or answer a call without lifting the handset</td>
</tr>
<tr>
<td><strong>MUTE</strong></td>
<td>Use to disable / enable the microphone for the handset, headset, or speaker</td>
</tr>
<tr>
<td><strong>HEADSET</strong></td>
<td>Use to place or answer a call with a headset</td>
</tr>
<tr>
<td><strong>VOLUME CONTROL BAR</strong></td>
<td>Use to increase or decrease volume for the handset, headset, or speakerphone (depending upon which is currently active)</td>
</tr>
<tr>
<td><strong>Ringer Volume</strong></td>
<td>Without lifting the handset, press the Volume Control Bar</td>
</tr>
</tbody>
</table>
| **Handset or Speaker Volume** | 1. While listening, press the Volume Control Bar  
|                        | 2. Press the SAVE soft key to save the entry                               |

## INDICATORS ON YOUR PHONE

Observe indicators in your display that identify the state of the line.

### DIALING INSTRUCTIONS

#### To Place an Outside Call
1. Lift handset OR press **SPEAKER** button OR press **NEWCALL** soft key
2. Dial 9 + telephone number

#### To Place an Internal Call
1. Lift handset OR press **SPEAKER** button OR press **NEW CALL** soft key.
2. Dial extension number

#### To Answer a Call on Your Primary Line
1. Lift handset OR press **SPEAKER** button OR press **ANSWER** soft key
2. Press corresponding **Line Key** OR press **ANSWER** soft key

#### To Answer a Call on Another Line on Your Phone
1. Press corresponding **Line Key** OR press **ANSWER** soft key
2. Hang up handset OR press **SPEAKER** button OR press **ENDCALL** soft key

#### To Answer a SECOND Call on Your LINE
1. Second call will appear in your display and you will hear an audible beep from your headset.
2. Press **ANSWER** soft key. The first call is automatically put on Hold.
3. Use **NAVIGATION** up/down key to highlight either call
4. Press **RESUME** soft key to connect to caller

#### To Place a Call on Hold
1. Press **HOLD** soft key
2. Hang up handset
3. Press **RESUME** soft key or the desired line button to return to a call

#### To Redial the Last Manually Dialed Number
1. Press **REDIAL** soft key
iDivert

Transfer a Ringing Call automatically to Voice Mail
1. When your phone is ringing, press the iDivert soft key.

DND

Prevent incoming calls from ringing at your phone
1. Press the DND softkey to toggle DND on and off.

SETTINGS

To Choose a Ring Type
1. Press SETTINGS key
2. Use the scroll bar to highlight User Preferences or dial 1.
3. Use scroll bar to highlight Ring Type OR dial 1
4. Press SELECT soft key to select the line that you want to set the ringer for.
5. Use scroll bar to select an option
6. Press Play soft key to hear ring
7. Press SELECT soft key to choose a specific ring for your phone
8. Press OK soft key
9. Press Exit soft key

To Adjust the Display Contrast
1. Press SETTINGS key
2. Use the scroll bar to highlight User Preferences or dial 1.
3. Use scroll bar to highlight Contrast or dial 4.
4. Press SELECT soft key
5. Press UP and DOWN arrow soft keys
6. Press OK soft key to save selection
7. Press Exit soft key

MESSAGES

To Dial Unity Voice Mail and Access your Mailbox
1. Press MESSAGES key
2. Enter your Password + #

DIRECTORIES

To View Missed, Received, or Placed Call History
1. Press DIRECTORIES key
2. Use scroll bar to highlight desired option OR press corresponding number
3. Press SELECT soft key

To Exit While Viewing a Call History
Press EXIT soft key twice

To Edit and then Speed Dial a Logged Call
1. Press DIRECTORIES key
2. Press SELECT soft key for Directory/Log Menu item
3. Scroll to highlight the desired number
4. Press EDIT DIAL soft key
5. Enter 9 and/or 1 (if necessary) before number
6. Press DIAL soft key

To Search the Corporate Directory
1. Press DIRECTORIES key
2. Select CORPORATE DIRECTORY OR dial 5
3. Search using either first name, last name or extension (It is not necessary to enter entire name.)
4. Use * as a wild card to access entire Corporate Directory
5. Press SEARCH soft key

SERVICES

In order to build your Personal Address Book and Fast Dial numbers you must Access the internet and log into the User Options Web Page. Use the instruction sheets provided. The telephone numbers and settings that you have established from the Cisco CallManager User Options web pages are associated with your phone.

To Access Your Personal Address Book
1. Press SERVICES button
2. From Services Menu, use the Navigation key to select Address Book or press the corresponding number on your keypad.
3. Press SELECT soft key
4. Use NAVIGATION key to highlight number to call
5. Press Dial soft key to dial number selected

To Access Your Fast Dials
1. Press SERVICES button
2. From the Services Menu use the Navigation key to select Fast Dials OR press corresponding number on your keypad.
3. Press number of Fast Dial you wish to call

FORWARDING

To Forward Calls to Another Extension
1. Without lifting handset press CFwdALL
2. DIAL the number, to which you want to forward calls.

To Forward Calls to Your Cell Phone
1. Without lifting handset press CFwdALL soft key
2. Dial 9 + your cell phone number

To Cancel Call Forwarding
• Press CFwdALL soft key

To Forward Calls Directly into Your Mailbox
1. Without lifting handset press CFwdALL soft key
2. Press MESSAGES key

TRANSFER

To Transfer a Call to Another Extension:
1. Press TRANSF… soft key
2. Dial extension (if third party cannot be reached, press End Call soft key then Resume soft key)
• You may announce call in private
3. Press TRANSF… soft key to complete transfer

To Return to Caller when Busy or No Answer
1. Press ENDCALL soft key
2. Press RESUME soft key

To Return to the Original Call:
• Press RESUME soft key
DIRECT TRANSFER

To Transfer two separate, current callers to each other while disconnecting yourself:
1. While on an active call, press the MORE and SELECT softkeys (see highlighted caller – the call now has a checkmark next to it)
2. Use the up/down scroll button key to highlight the other caller
3. Press SELECT
4. Once the two callers are selected, press the DirTrfr softkey

TO TRANSFER A CALLER DIRECTLY INTO VM
1. Press TRANSF… soft key
2. Press * key
3. Enter mailbox number
4. Press TRANSF… soft key

CONFERENCE

To CONFERENCE Up to 4 Parties
1. With an active call on the line
2. Press MORE soft key
3. Press CONFRN soft key (listen for dial tone)
4. Dial next party
5. Announce call in private
6. Press CONFRN soft key to join all parties

If a Party Doesn’t Answer or Doesn’t Want to Join the Call
1. Press ENDCALL soft key
2. Press RESUME soft key

To Permanently Remove Yourself From the Conference
• Hang up OR press ENDCALL soft key

JOIN

To create a conference by joining two separate, current calls to each other including yourself
7. Press MORE and SELECT softkeys to select the current highlighted caller (the call now has a checkmark next to it)
8. Use the up/down scroll arrow to highlight the other caller
9. For each highlighted user, press MORE and SELECT softkeys
10. Press JOIN softkey to combine all callers to one conference call

CONF LIST

To view a list of all participants on the conference call. The initiator (indicated with * ) may select and remove a participant from the call.
1. Highlight the call using the Navigation
2. Press the SELECT softkey the call
3. Press the ConfList softkey
4. Press the REMOVE softkey

MEET-ME CONFERENCE

To Establish a Multi-Party Conference with Up to 10 parties, please contact IT for a bridge number then
1. Lift handset or press SPEAKER button
2. Press MORE soft key
3. Press MEETME soft key
4. Dial conference bridge number (provided by IT)
5. Wait for other conferees to join call

To Join a Meet-Me Conference Call
1. Dial conference bridge number provided to you by the conference initiator
2. Wait for other conferees to join call

Note: If you dial in before the initiator, you will receive a busy tone and must try later.

Do not press the MEETME soft key to join a MeetMe conference call.

CALL PARK

To Hold a Call for Retrieval from any Telephone
1. Press MORE soft key
2. Press PARK soft key
3. Note call park number in the display (5300-5309)
4. Hang up

To Retrieve a Parked Call
1. Lift handset of any phone
2. DIAL the number assigned to the parked call.

CALL PICKUP

To Pick Up a Call Ringing at Another Telephone
1. Lift handset OR press SPEAKER button
2. Press MORE soft key
3. Press PICKUP soft key (the call will begin to ring on your phone)
4. Press ANSWER soft key or appropriate line button