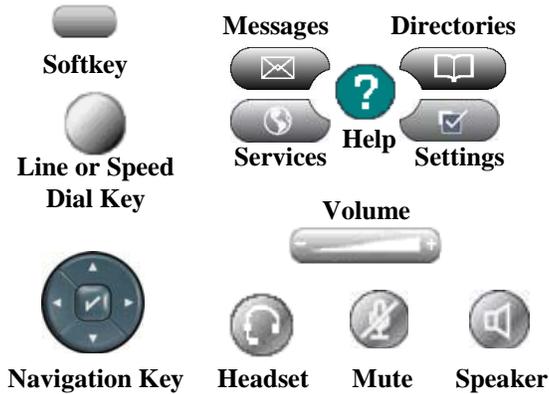


Button Information



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Directories: Use this button to access Missed, Received, and Placed Calls. Also use to access Personal and Corporate Directories.

Headset: Use this button to turn on headset. When headset function is activated, button will be lit.

Help: To learn about a button or a softkey, press the **Help** button. Then, quickly press the button or softkey you are inquiring about. **Help** also answers questions about other features and functions on your phone.

Line or Speed Dial Keys: Each line will have a directory name or number and a phone icon. This button can also be configured as a speed dial.

Messages: Auto-dials voice mail. Press **Messages** button then enter password and #.

Mute: When using handset, headset or speakerphone, pressing the **Mute** button will allow you to hear the other parties, but they will not be able to hear you. The button will display a red light when activated.

Navigation: Use this button to scroll through menus on your phone.

Services: Opens and Closes Service Menus, if programmed on your phone set.

Settings: Use this button to change Ringtones and Screen Contrast.

Softkey: Each softkey displays options that will be activated when pressed. Softkey options change based on what phone function you are using at the time.

Speakerphone: This button activates speakerphone. You can use speakerphone at any point during a call. When speakerphone is activated, button will be lit.

Volume: Changes the volume of the handset, headset, or speakerphone. When phone is idle, use this button to change the ring volume.



Call Handling

Place a Call

1) Using the Handset:

- Lift the handset, and dial the number
- Dial the number, then, lift the handset.

2) Using the Speakerphone:

- Press the **Speakerphone** button, and the number.
- Dial the number; then press the **Dial** softkey. (To take a call off speakerphone, lift the handset.)

3) Using the Headset:

- Dial the number; then press the **Dial** softkey. (To take a call off headset, lift the handset.)

Note: Make sure the **Headset** button is lit, indicating your headset option is activated.

Answer a Call

1) Using Handset:

- Lift the handset

2) Using Speakerphone:

- Press the **Answer** softkey or the line button of incoming call

3) Using Headset:

- Make sure the **Headset** button is lit. Then, press the **Answer** softkey or the line button of incoming call.

Call Pickup (If programmed on your phone)

- When coworker phones rings, lift the handset and press **PickUp** softkey
- Your phone will start to ring
- Press the **Answer** softkey

End a Call

1) Using Handset:

- Hang up the handset

2) Using Speakerphone:

- Press the **EndCall** softkey, **Speakerphone** button or the line button.

3) Using Headset:

- Press the **EndCall** softkey, the **Headset** button or the line button

Place a Call on Hold

- Press the **Hold** softkey.

To Retrieve a Call Holding on Your Phone

1) One Call Holding:

- Press the **Resume** softkey.

2) Multiple Calls Holding:

- Use the **Navigation** button to select the desired call. Then, press the **Resume** softkey.

3) Multiple Calls Holding on Multiple Lines:

- Press the line button for the line to which you want to switch. Then, use the **Navigation** button to select the desired call. Press the **Resume** softkey.

Place a Call on Park

- 1) During a call, press the **Park** softkey.
- 2) Note the call park number displayed on your phone screen.

To Retrieve a Call on Park

- From any Cisco phone on your network, pick up the handset or press the **New Call** softkey, then enter the call park number.

Transfer a Call

- 1) During a call, press the **Transfer** softkey.
- 2) Dial the number to which you want to transfer the call.
- 3) Press the **Transfer** softkey again to complete the transfer.

To Cancel a Transfer

- If during the process of transferring a caller, you would like to cancel that transfer and get the caller back to you, press the **EndCall** softkey, then press the **Resume** softkey.

Set Up Conference Call

- 1) During a call, press the **More** softkey, then the **Confrn** softkey.
- 2) Place a call to another number.
- 3) When call connects, press **Confrn** again to connect all parties. Repeat to add additional people to your conference.

Note: You can have up to 7 people on your conference call.

Join Two Existing Calls

- 1) During a call, press the **More** softkey, then the **Select** softkey.
- 2) Use your **Navigation** button to scroll up to the call on hold.
- 3) This highlights the call on hold. Press the **Join** softkey.

Speed Dial from Directory

- 1) Press the **Directories** button.
- 2) Find the directory you want, then, press the corresponding item number. For example, press **3** for **Missed Calls**.
- 3) Press the **EditDial** softkey to add or remove digits before dialing.
- 4) Press the **Dial** softkey to speed dial a selected number.

Set up Personal Directory Through Your Phone

- 1) Under **Directories** button, select **Personal Directory**.
- 2) Enter your Cisco Unified Communication Manager ID and PIN, then, press **Submit**.
- 3) Select Personal Address Book.
- 4) Access search page by choosing **Submit**. (You do not need to enter search information first.)
- 5) Press **New**.
- 6) Use your phone keypad to enter a name and email information.
- 7) Choose **Phones** and use the keypad to enter phone numbers. Be sure to place a 9 before the telephone number. If the number is long distance, add the 1 after the 9.
- 8) Choose **Submit** to add the entry to the database.

Set up Call Forwarding on Your Primary Line

- 1) Press **CFwdALL** and enter a target phone number. (To forward all calls immediately to voice mail, press your **Messages** Button after you press the **CFwdAll** softkey.)
- 2) Phone will display call forwarding destination.

Cancel Call Forwarding on Your Primary Line

- 1) Press **CFwdALL**.
- 2) Phone will no longer display call forwarding destination.

Change the Ring Tone Per Line

- 1) Select **User Preferences** under **Settings** button.
- 2) Press **Rings**.
- 3) Select Line or Default Ring settings.
- 4) Use **Navigation** button to scroll through list of ring types.
- 5) Press the **Play** softkey to hear a sample of it.
- 6) Highlight the ring you want and press the **Select** softkey.
- 7) Press the **Save** softkey.