



### About Your Phone







1. Incoming call or voicemail indicator
2. Feature and session buttons
3. Softkeys
4. Back, Navigation cluster, and Release
5. Hold, Transfer, and Conference
6. Headset, Speakerphone, and Mute
7. Voicemail, Applications, and Directory
8. Volume

### Feature and Session Buttons



Use feature buttons (left side) to view calls on a line or access features such as Speed Dial.

Use session buttons (right side) to perform tasks such as resuming a held call.

Buttons illuminate to indicate status:

-  Green, steady: Active call
-  Green, flashing: Held call
-  Amber, steady: Private line in use
-  Amber, flashing: Incoming call
-  Red, steady: Remote line in use
-  Red, flashing: Remote line on hold

### Adjust the Volume in a Call



1. Press **Volume**   left or right to adjust the handset, headset, or speakerphone volume when the phone is in use.

### Adjust the Ringtone Volume


1. Press **Volume**   left or right to adjust the ringer volume when the phone is not in use.

### Navigating the Menus


When you are making selections in the Phone Menus, you have two options:

1. Use the Navigation Cluster  on your phone to highlight the option and then press the center circle to select your option. (OR) Enter the Menu Number via your telephone keypad.
2. Use the Back  to return to the previous screen.

### Change the Ringtone

1. Press **Applications** .
2. Select **Settings > Ringtone**
3. Select a line
4. Scroll through the list of ringtones and press **Play** to hear a sample
5. Press **Set** to save a selection


### Customize Rings

1. Press **Applications** .
2. Select **Preferences**.
3. Select **Ringtone**.
4. Highlight a ringtone.
5. Press **Select** button or Edit softkey.
6. Press the **Play** softkey to sample ringtone.
7. Press the **Set** softkey to apply the ringtone.
8. Press **Apply** to confirm your selection or **Cancel** to go back.


### Change the Font Size

1. Press **Applications** .
2. Select **Settings > Font Size**
3. Select a font size
4. Press **Save**


### Adjust the Screen Brightness

1. Press **Applications** .
2. Select **Settings > Brightness**
3. Press the Navigation cluster left to decrease, or right to increase, the brightness.
4. Press **Save**

### Screen Contrast

1. Press **Applications** .
2. Select **Preferences**.
3. Select **Contrast**
4. Make adjustments using the Navigation Bar.
5. Press **Save** to set, or press the **Cancel** to exit.


### View Call Directories

1. Press **Directories** .
2. Choose Personal or Corporate Directories and follow the search prompts using the dial pad.
3. To use the Personal Directories you will need login information from your phone administrator.

### Forwarding Calls

1. Select a line and press **Forward All** softkey
2. Dial the number that you want to forward to or press Voicemail to forward your calls directly to voicemail.
3. To receive calls again, press the **Forward Off** softkey

### Mute Your Audio

1. Press **Mute**  the button will illuminate red – that means you are in active Mute and you can still hear the caller but they can not hear you.
2. To deactivate the mute function, press the mute key again, the red light will no longer be lit.

### Make a Call

1. Enter a number and pick up the handset:
  - a. Internal Number: dial the 4-digit extension
  - b. External Number Local: dial 9 then the full number (9-xxx-xxx-xxxx)
  - c. Long Distance: dial 9-1 then the full number (91-xxx-xxx-xxxx)

### Answer a Call

1. Press the flashing amber line button or pickup the handset


### Put a Call on Hold

1. Press **Hold** 
2. To resume a held call, press Hold again

### Park a Call

1. Press the **Park** softkey
2. To resume a parked call, pickup any cisco phone and dial the 4 digit park extension



### View Your Recent Calls

1. Press **Applications** 
2. Select Recent
3. Select a line to view



### To Redial

1. Press the **Redial** softkey to call the last number dialed.
2. Or lift the handset to view Recent calls.
3. Select a call from history and press Call.


### Transfer a Call to Another Person

1. From a call that is not on hold, press **Transfer** 
2. Enter the other person's phone number:
  - a. Internal Number: dial the 4-digit extension
  - b. External Number: dial 9 then the full number (9-xxx-xxx-xxxx)
3. Press **Transfer**  or hang up.

### Add Another Person to a Call


1. From a connected call that is not on hold, press **Conference** 
2. Press **Active Calls** to select a held call
3. Press **Conference** again 

### To Create an Impromptu Conference Call


1. While on a call, press **Conference** 
2. Dial the number of the party you wish to add:
  - a. Internal Number: dial the 4-digit extension
  - b. External Number: dial 9 then the full number (9-xxx-xxx-xxxx)
3. Or press the Directory button to look up a number from the directory.
4. Once the party picks up, press the **conference** key again
5. An audible beep will be heard and all three parties will be connected.
6. Up to 8 people may be on a conference including yourself.

### ADDITIONAL OPTIONS:


#### Make a Call with a Headset

1. Plug in a headset.
2. Enter a number using the keypad.
3. Press **Headset**  it will illuminate green when active.


#### Make a Call with the Speakerphone

1. Enter a number using the keypad
2. Press **Speakerphone**  it will illuminate green when active.

### To Look Up a Number

1. Press **Directories** 
2. Choose Corporate Directory
3. Search by First or Last Name
4. Select the Name and Press the Dial Softkey.

### View Call History

1. The Call History and Directories area allows users to view:
  - Missed Calls
  - Received Calls
  - Placed Calls
2. To Access the Call History:
  - a) Press **Applications** 
  - b) Select **Call History**
  - c) Select **All Lines** or the line you want to view.
  - d) Use the Navigation button to scroll through to view, call or delete.