SPEAKER PHONE

- To use your speaker phone, press the Speaker Phone button.

- To deactivate your speaker phone, press the Speaker Phone button again.

DO NOT DISTURB (DND)

The Do Not Disturb feature will send your calls directly to your voicemail.

- Press the DND function button to activate DND

- Dial ***79** to deactivate DND. You will hear a system message indicating that the feature was turned off.

CONFERENCE CALLING

3-way conferencing allows you to connect two different parties and yourself on a call at the same time.

1. Dial the first party

2. Press the [⚊] Conference button.

3. Dial the second party's number

    *Note: If the second party does not answer, press the **Cancel** soft key. Then press the **Line** **Appearance** where your first caller is holding.*

4. When the second party answers, press the [⚊] Conference button again to complete the action

5. Press the Drop softkey to end the call or hangup

CALL FORWARDING

Call forwarding allows your calls to ring at another number, such as the campus voicemail system.

Activate Call Forwarding

1. Press the **Call Fwd** soft key

2. Under ALL, enter the phone number you want your calls forwarded, such as 2933 for voicemail

3. Press the down arrow on the Navigation/Select button

4. Press the center of the Navigation/Selection button to toggle the check box ON

5. Press the Save soft key

Deactivate Call Forwarding

- Dial ***73** to deactivate Call Forwarding.

CALL TRANSFERRING

Call transferring allows you to transfer an active call to another destination.

1. While on the call with the party you want to transfer, press the [⚊] Transfer button.

2. Dial the recipient's number

3. Stay on the line to announce the caller (Press Cancel to cancel the transfer)

4. Press the [⚊] Transfer button

TRANSFER CALL TO VOICEMAIL

1. While on the call with the party you want to transfer, press the [⚊] Transfer button.

2. Press *55 on your phone

3. To transfer to your own voicemail box, press the # key

4. To transfer to another individual's voicemail box,

    - Enter their extension

    - Press the # key on your phone

5. To cancel, press the * on your phone

OVERVIEW

Your VOIP phone operates much like your existing or previous telephone. As such, you can make and receive calls, access your voicemail, forward and transfer calls, and place calls on hold or speakerphone. This Quick Start Guide will help you with basic call handling.

PLACING A CALL

To make a phone call,

1. Lift handset

2. Dial the number

3. Wait for the ringing to begin (on occasion, this may take a few seconds)

ENDING A CALL

To end a phone call ,

- Hang up or press the [☎] End button.

ANSWERING A CALL

To answer a phone call,

- Lift handset or press the [L1] Line button

IGNORING A CALL

The Ignore a Call feature allows you to send an incoming call directly to your voicemail. To ignore a call,

- Press the [☎] End button when the phone is ringing.

MUTING / UNMUTING

Muting allows you to turn the sound off, so the caller cannot hear you.

- Press the [🎤] Mute button to mute the call
- Press the Mute again to unmute.

HOLDING AND RESUMING

Placing a call on Hold allows you to use your phone for other operations without interfering with an active call.

- Press the [📞] Hold button to place a call on hold.

- Press the [📞] Hold button again to resume the call.

REDIALING

Redialing allows you to redial a person who called you previously or to call the last number dialed. To redial a number,

1. Press the [↕] Redial button once to access a list of recently dialed numbers.

2. Use the Up and Down keys on the Navigation/Selection (9) button to scroll through the entries

3. Press the Select (9) key button or Dial soft keys to redial the selected number.

4. Or, press the [↕] Redial button number, when the phone is ringing.
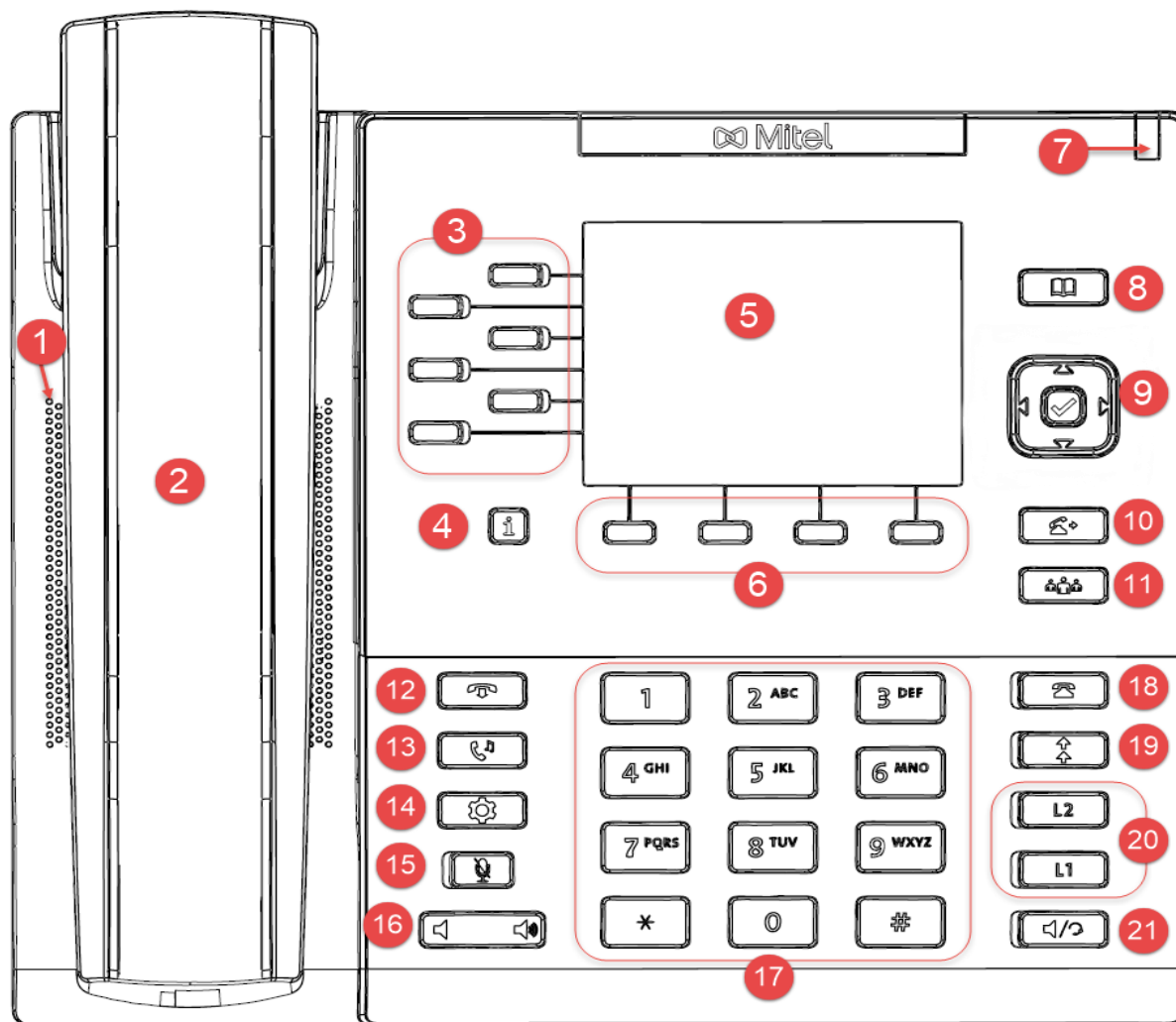
ADJUSTING THE VOLUME

You can adjust the volume while on a call.

- Press the [🔊] Volume button toward the left to lower volume and toward the right to increase the volume.

CALLERS LIST

A list of the last of up to 200 incoming calls.

- Press the [☎] Callers button

PHONE BUTTONS

1. Speakerphone	6. Soft keys	10. Transfer button	15. Mute button	20. Line/call buttons
2. Handset	7. Message waiting	11. Conference button	16. Volume button	21. Speaker/headset button
3. Function buttons	8. Directory	12. End button	17. Dial pad	
4. Presence key	9. Navigation/ Selection	13. Hold/Pickup	18. Callers list button	
5. LCD Screen Display		14. Options button	19. Redial button	