











































1	Programmable buttons	Depending on the configuration, these can be configured as phone lines, intercom lines, speed dials feature buttons, or services. Configured by the system administrator.
2	Phone screen	Shows phone features.
3	Footstand button	Allows you to adjust the angle of the phone base.
4	Messages button	Auto-dials your voice message service.
5	Directories button	Opens or closes the Directories menu. Use it to access call logs and directories.
6	Help button	Activates the Help menu.
7	Settings button	Opens/closes the Settings menu. Use it to control phone screen contrast and ring sounds.
8	Services button	Opens/closes the Services menu.
9	Volume button	Controls the handset, headset, and speakerphone volume (off-hook) and the ringer volume (on-hook).
10	Speaker button	Toggles the speakerphone on or off. When the speakerphone is on, the button is lit.
11	Mute button	Toggles 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	Navigation button	Allows you to scroll through menus and highlight items. When the phone is on-hook, displays phone numbers from your Placed Calls log.
14	Keypad	Allows you to dial phone numbers, enter letters, and choose menu items.
15	Softkey buttons	Each activates a softkey option (displayed on your phone screen).
16	Handset light strip	Indicates an incoming call or new voice message.

Phone Screen Icons

	Call Forwarding enabled
	Call on hold; remote call on hold
	Connected call
	Incoming call
	Off-hook
	On-hook
	Shared line in use
	Message waiting
	Authenticated call
	Encrypted call
	BLF-monitored line is in-use
	BLF-monitored line is idle
	BLF-monitored line is ringing (BLF Pickup)
	Speed-dial, call log, or directory listing (line status unknown)
	Line in Do Not Disturb (BLF feature)
	Idle intercom line
	One-way intercom call
	Two-way intercom call
	Handset in use
	Headset in use
	Speakerphone in use

	Video enabled (SCCP only)
	Feature assigned to button
	Mobility assigned to button
	Hold assigned to button
	Conference assigned to button
	Transfer assigned to button
	Phone service URL assigned to button
	URL entry is ready to edit (SIP only)
	Option selected
	Feature enabled

Button Icons

	Messages
	Services
	Help
	Directories
	Settings
	Volume
	Speaker
	Mute
	Headset

Basic Call Features

Making a Phone Call:

- There are several ways you can initiate a phone call:
 - Pick up the Handset and dial your number
 - Press the Speaker Button and dial your number
 - Press the *New Call* soft key
 - Dial your phone number and press the *Dial* soft key
- For an in-district call, just push the 4-digit extension
- For local number, dial 9, plus the number
- For a long distance call, dial 9, plus 1, plus the 10 digit number
- International Calls are NOT allowed at this Time!

Receiving a Phone Call:

- If the phone is ringing, pick up the Handset or press the *Answer* soft key
- If you are already on another call, press the *Answer* soft key and this will answer the new call, automatically placing the original call on hold (see “Hold and Resume” section below)

Ending a Phone Call:

- You can end a phone call by doing one of the following:
 - Hang up the handset, if you are using the handset during the call
 - Pressing the Speaker Button, if you are using the speakerphone
 - Pressing the *End Call* soft key
 - Pressing the Line Button

Holding or Resuming a Phone Call:

- While on a a call, press the *Hold* soft key
- To return to a Held call, press the *Resume* soft key
- All calls on hold will be flashing

Transferring a Phone Call

- During the call, press the *Trnsfer* soft key (this will place that call on hold automatically)
- Dial the number you wish to transfer the call to
- You are able to immediately press the *Trnsfer* soft key to complete the transfer, OR, when the party answers, you may announce the call and press the *Trnsfer* soft key again
- If the person the call is being transferred to refuses the call or does not answer, press the *End Call* soft key to return to the original call

Transferring a Phone Call Directly to Voicemail

- To transfer a call directly into another individual's Voicemail, press the *Trnsfer* soft key, enter the asterisk (*), followed by the user's extension, then press the *Trnsfer* soft key once more

Placing a Phone Call on Mute

- During the phone call, press the Mute button. This prevents the caller from hearing you, but you will still be able to hear them. The mute indicator will be lit
- To take a phone call off of Mute, press the Mute button again. The mute indicator light will go off

Redialing

- To redial the last number called, lift the handset and press the *Redial* soft key

Forwarding all Calls

- Press the *CFwdALL* soft key
- Dial the number to which you want all of your calls to be forwarded to
- A flashing icon will appear on the top right line of the LCD display
- NOTE: To forward your calls to your voicemail, pressthe *CFwdALL* soft key and then press the Messages button

Turning off the Forwarding all Calls function

- Press the *CFwdALL* soft key
- The flashing icon on the LCD display will disappear, indicating that this feature has been deactivated

Directory Features

Viewing Missed, Received, or Dialed Calls

- Press the Directories button
- The Scroll button can be used to display Missed Calls, Received Calls, or Placed Calls option on the Directory menu
- Press the *Select* soft key to display the highlighted list
- Optionally, the corresponding number can be pressed (1 for Missed Calls, 2 for Received Calls, etc...)
- On the highlighted directory, use the Scroll button to select the number you wish to dial, and press the *Dial* soft key
- If there are issues dialing a number from the Directory, press the *EditDial* soft key to enter the appropriate prefix
 - Local Calls: Press 9 plus the 7 digit phone number
 - Long distance calls, press 9, plus 1, plus area code, followed by the 7 digit number
- When you are finished, press the *Exit* soft key to leave the Directories menu
- **NOTE:** The Missed Calls, Received Calls, and Placed Calls Directories will only hold 32 call records apiece. When this number is reached, the most recent phone calls will replace the oldest phone calls
- **NOTE:** By pressing the *Clear* soft key when the Directories are displayed, ALL call history information for Missed, Received, and Placed calls will be deleted

Using the Corporate Directory

- Press the Directories button
 - Use the Scroll button to select the Corporate Directory option
 - Press the *Select* soft key to display search options
 - Select the option you would like to search by (Last Name, First Name, or Number) by using the Scroll key
 - Use the numbers corresponding to the letters on the dialing pad to enter a name or number. **Example:** To spell 'Mike', you would press the number 6 once, the number 4 three times, the number 5 twice, and the number 3 twice
- PLEASE NOTE:** A complete name is not necessary to complete the search
- Press the *Search* soft key to display all names beginning with the letters you entered
 - If more than one choice appears, use the Scroll button to highlight the name of the person you wish to call
 - Press the *Dial* soft key to dial the selected number

Basic Phone Settings

Phone Ringer Volume

- With the handset in the cradle, press the Volume button until you reach the desired volume.

Phone Ringer Volume

- Take the Handset off the cradle. With it by your ear, press the Volume button until you reach the desired volume
- Press the *Save* soft key
- Your Handset Volume has been saved

Speakerphone Volume

- While the Handset is on the cradle, press the Speaker button
- Press the Volume Button until you have reached the desired volume
- Press the *Save* soft key

Customizing your Ring Tone

- Press the Settings button
- Using the Scroll button, select the User Preferences option (alternatively, you could press the number 1)
- Use the Scroll button and select the Rings option
- Press the *Select* softkey for the Default setting (highlighted) to display the list of available ring tones
- Use the Scroll button to select a ring type
- Press the *Play* soft key to preview a sample of your selected tone
- To change the ring tone to your highlighted choice, press the *Select* soft key. Doing this puts a checkmark in the box, indicating your choice
- Press the *Save* soft key to save the selection
- Press the *Exit* soft key to go back to the User Preferences menu
- Press the *Exit* soft key to go to the Phone Settings menu
- Press the *Exit* soft key to go back to the main LCD display

Voicemail

Accessing Voicemail from your phone

- Press the Messages button
- Enter your password

Setting up your Voicemail for the first time

- When you go to your Voicemail for the first time, you will need to go through some initial enrollment steps in order to make your voicemail active. If you do not complete ALL of these steps, your options will not be saved and you will have to repeat the process.
- Access your mailbox as shown above, using the default password 135790
- Follow the prompts to setup your mailbox
 - Record your first and/or last name
 - Record a customized greeting
 - Change your temporary password

NOTE: Your password can not be consecutive numbers, can not be repeating numbers, and must be at 6 digits long!

Checking Voicemail messages

- From in your Room
 - Press the Messages Button
 - Press the 1 key for new messages
 - Follow the prompts to manage your messages
- From Outside your Room
 - Call your Direct Dial number
 - When you arrive at your mailbox, press the asterisk (*) key
 - Enter your Mailbox ID (your extension number)
 - Enter your password