Getting started

**Top Programmable softkeys** - all 6 keys are programmable.

**Default functions:**

1: SERVICES - Enhanced features. Services Menu
2: DIRECTORY - Displays up to 200 names
3: CALLERS LIST - Access to last 200 calls received
4: VOICEMAIL - Dials into the voicemail
5: DIVERSION
6: LOCK

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**Placing a Call**
1. Lift the handset or press the Line key or \[ \text{key} \] key.
2. Dial the calling number from the keypad, internal (7-xxxx)

* outside calling dial 9

**Answering a call**
Lift the handset for handset operation or press the Line key or \[ \text{key} \] key for hands free operation.

**Ending a call**
To end the call replace the handset or press \[ \text{key} \].

**Redial**
Press \[ \text{key} \] key twice to call the last dialed recently dialed number. Press the key once to access the list of recently dialed numbers, use \[ \text{to scroll through.} \]

**Call mute**
Press \[ \text{key} \] key to mute the handset, headset, or speakerphone.

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**Advanced Call Handling**

**Call Hold and Resume**
1. To put a call on hold, press \[ \text{key} \] when connected to the call.
2. To retrieve the call, press \[ \text{key} \] key again or press the Line key where that call is being held.

**Call Transfer**
1. Press Xfer key – this places the current call on hold.
2. Dial the number of the person you want to transfer the call to.
3. To transfer the call before the other person answers, press Xfer key before the receiving end answers.
4. Or, wait until the person has answered before completing the transfer by pressing Xfer key again.

**3-Way Conference**
1. During a regular call press Conf key.
2. Dial the person you want to join your call.
3. Once this person has answered, press Conf key again to establish the 3-way call.
Call Forwarding
1. To divert your calls to another extension * 2 * 7-XXXX #
2. Cancel diversion dial # 2 #
Your phone supports different types of Call Forwarding: All, Busy, and No Answer. Your system can also support additional configuration options. Please check with your system administrator or the phone User Guide for additional details.*

Ignoring a call
Press * key during ringing without picking up the handset to send the incoming call directly to voicemail*.

Other features

Callers List
1. To dial the displayed number just lift the Handset or press * or any Line key.
2. Press key to cancel.

Voice Mail *
1. Press the Voice Mail* key that your System Administrator set up to access voicemail.
   Press * key to toggle the audio between speakerphone, handset or headset (where applicable).

Phone LogOn:
Log On: As a new subscriber or existing subscriber you will be prompt to enter your extension 7-XXXX, followed by the password which is your ext number 7-XXXX.

1. User: Enter extension number ex. 7-XXXX
2. Default password is 7-XXXX extension number.

Phone LogOff:
1. Press LogOff
2. Press Select to select Yes, Clear CallList or Press V the down key to select Yes,Keep CallList.
3. Phone displays Log On.
4. Refer to Log On procedure above.
The purpose of the password is to prevent others from hijacking your extension number from another IP phone.

Changing Phone Password
The initial password is the extension. Changing the phone password doesn't change the voicemail password. To change the phone password:
1. Press the key.
2. Press V the down key to password or press 4 Password.
3. Enter the current password (phone ext 7-XXXX), Press enter.
4. Enter new password twice to confirm, Press Enter phone displays Password Changed.
5. Press done or

Phone Lock/Unlock
Locking phone will prevent unauthorized users from making calls at your telephone. If phone is locked only emergency 911 calls can be made.
1. Press key.
2. Press the up key to 7. Phone Lock and press Select.
4. *Phone is locked* is displayed on the screen.

To unlock the phone
1. Press or softkey Unlock
2. Enter your User password (default: your ext. number 7-XXXX) and press Enter.
3. The phone unlocks.

Customizing your Phone

Volume Adjustment
Press the keys to adjust handset, headset, and speakerphone volume during a call. Pressing these keys in idle adjusts the ringer volume.

To set the volume level for the Headset microphone:
1. Press key and select Preferences -> Set Audio -> Audio Mode-> Headset Mic Volume.
2. Use ▲▼ to select Low, Medium or High (Default: Medium).
3. Press Set.

Ring Tones

To select a different Ring Tone
1. Press key and select Preferences -> Tones -> Ring Tone.
2. Select the preferred ring tone (Tone 1 through Tone 5, or Silent).

Additional Customization *
Please call Telecommunications at 7-5010 for more information.