BASIC PHONE FEATURES

PLACING A CALL
Press \[6\] and then choose either Video or Phone Call. Dial the number.

Or: Dial the number first, and then press \[6\] or the Dial soft key. When prompted, choose either Video or Phone Call.

ANSWERING A CALL
Press \[8\] or the Answer soft key.

ENDING A CALL
Press \[6\] or the EndCall soft key.

LED INDICATORS
The LEDs located at the top of each speaker indicate the current status.

- Green - Your call is in progress.
- Flashing green - A call is incoming.
- Blinking green - Your call is held by the other party.
- Red - Your call is muted.
- Flashing Red - You have voice mail.
- Blinking red - You have placed the call on hold.

MICROPHONE MUTE
During a call, press \[6\]. If you are using external microphones, you can also press \[6\] on the microphones. You can hear all other parties while Mute is enabled.

To turn off Mute, press \[6\] again.

CALL HOLD AND RESUME
To enable call forwarding:
1. During a call, press the Hold soft key.
2. Press the Resume soft key to resume the call.

CALL TRANSFER
1. During a call, press the Transfer soft key (the active call is placed on hold).
2. Place a call to the party to which you want to transfer the call.
3. After speaking with the second party, press the Transfer soft key to complete the transfer.

CALL FORWARDING
To enable call forwarding:
1. Press the Forward soft key from the phone’s idle display or \[11\] press and select Features, and then Forward.
2. Enter a number to forward all future calls to.
3. Press the Enable soft key to confirm Call Forwarding. A moving arrow icon appears for that line to confirm Call Forwarding is enabled.

To disable call forwarding:
1. Press the Forward soft key from the phone’s idle display or \[11\] press and select Features, and then Forward.
2. Press the Enable soft key.

LOCAL CONFERENCE CALLS*
To create a three-way local conference call:
1. Call the first party.
2. Press \[16\] or the Confrc soft key to create a new call (the active call is placed on hold).
3. Place a call to the second party.
4. When the second party answers, press \[16\] or the Confrc soft key again to join all parties in the conference.

When a conference has been established, pressing the Split soft key will split the conference into two calls on hold.

If call forwarding is configured on the call server (invoked using * code dialing or from a PC-based application), then particulars and menu options may vary.

A conference may be created at any time between an active call and a call which is on hold (on the same line or another line) by pressing the Join soft key.

Ending the call on the conference originator’s phone will allow the other parties to continue the conference.

Call forwarding is not available on shared lines.

* - Conferencing is an optional feature that must be configured on the call server. Particulars and menu options may vary.
REDIAL
Press button to redial the most recently dialed number.

DO NOT DISTURB
Press , Features, and then press to toggle Do Not Disturb on and off. A flashing icon and text on the display confirm that Do Not Disturb is enabled.

CALL LISTS
Press , followed by the Features, Call Lists, and then Missed, Received, or Placed Calls, as desired. Information on respective calls will be displayed.

From this screen, choose the appropriate soft key:
1. Edit to amend the contact number before dialing.
2. Dial to place the call.
3. Info to view detailed call information.
4. Save to store the contact to the Contact Directory.
5. Clear to delete the call from the list.

Press to return to the idle display.

SPEED DIALING
To assign a speed dial index, see CONTACT DIRECTORY below.

CUSTOMIZING YOUR PHONE

CONTACT DIRECTORY
To add a contact in your local phone directory:
1. Press .
2. Select Features, and then Contact Directory.
3. Press the More soft key, then the Add soft key to enter another contact into the phone’s database. Enter first and/or last name from the dial pad. Press the 1/A/a soft key to select between numeric and upper / lower case alphanumeric modes.
4. Enter a unique contact phone number (not already in the directory).
5. Change the Speed Dial Index if desired. It will automatically be assigned the next available index value.
6. To search for a contact:
1. Press .
2. Select Features, and then Contact Directory.
3. Search for the contact (see above).
4. Press the Edit soft key and make the necessary changes.
5. Press the Save soft key to confirm or the Cancel soft key to abandon the changes, and then press to return to the idle display.

VOLUME ADJUSTMENT
Press the volume keys to adjust the speaker volume during a call. Pressing these keys in idle state adjusts the ringer volume.

RING TYPE
You can select different rings to match your preferences and distinguish between calls on lines.

To change the incoming ring:
1. Press .
2. Select Settings, followed by Basic, and then Ring Type.
3. Using or , highlight the desired ring type. Press the Play soft key to hear the selected ring type.

4. Press to change to the selected ring type.
5. Press to return to the idle display.

DISTINCTIVE RINGING / CALL TREATMENT
You can set distinctive incoming ringing tones for different contacts in your local directory.

To set a distinctive ring for a local contact:
1. Press .
2. Select Features, and then Contact Directory.
3. Search for the contact (see CONTACT DIRECTORY above).
4. Press the Edit soft key and scroll down to Ring Type.
5. Enter a number corresponding to one of the ring types available (see RING TYPE above).
6. Press the Save soft key or the Cancel soft key to abandon the change, and then press to return to the idle display.

VOICE MAIL*
The LED indicators on the phone will flash red and the stutter dial tone in place of normal dial tone will sound to indicate that message(s) are waiting at the message center.

To listen to voice messages:
1. Press .
2. Select Features, and then Messages.

Contacts can be easily added from Call Lists. For more information, see CALL LISTS section above.

To search for a contact:
1. Press .
2. Select Features, and then Contact Directory.
3. Select Search from the Contact Directory menu.
4. Using the dial pad, enter the first few characters for First or Last names.
5. Press the Search soft key to search for contacts. Dial successful matches from the resulting search screen.

To edit a contact:
1. Press .
2. Select Features, and then Contact Directory.
3. Search for the contact (see above).
4. Press the Edit soft key and make the necessary changes.
5. Press the Save soft key to confirm or the Cancel soft key to abandon the changes, and then press to return to the idle display.

* - Voice Mail is an optional feature that must be configured on the call server. Particulars and menu options may vary.