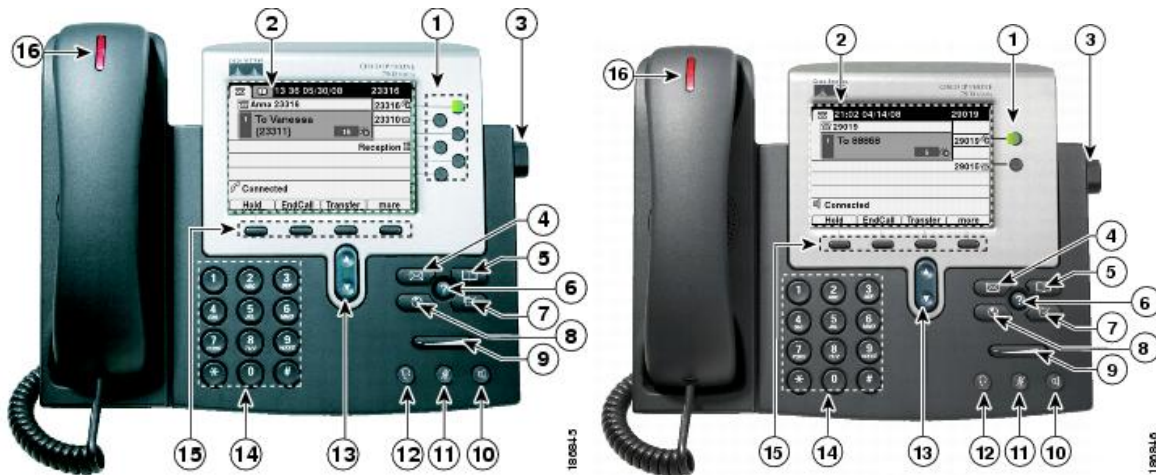





















VoIP Advanced Phone Guide





<p>1 Programmable buttons</p> 	<p>Depending on configuration, programmable buttons provide access to:</p> <ul style="list-style-type: none"> • Phone lines (line buttons) • Speed-dial numbers (speed-dial buttons, including the BLF speed-dial feature) • Web-based services (for example, a Personal Address Book (PAB) button) • Phone features (for example, a Privacy button) <p>The buttons illuminate to indicate status:</p> <ul style="list-style-type: none">  Green, steady—Active call  Green, flashing—Held call  Amber, steady—Privacy in use  Amber, flashing—Incoming call  Red steady—Remote line in use (shared line, BLF status, or active Mobile Connect call)
<p>2 Phone screen</p>	<p>Shows phone features.</p>
<p>3 Foot stand button</p>	<p>Allows you to adjust the angle of the phone base.</p>

4	<p>Messages button</p> 	Auto-dials your voice message service (varies by service).
5	<p>Directories button</p> 	Opens/closes the Directories menu. Use it to access call logs and directories.
6	<p>Help button</p> 	Activates the Help menu.
7	<p>Settings button</p> 	Opens/closes the Settings menu. Use it to control phone screen contrast and ring sounds.
8	<p>Services button</p> 	Opens/closes the Services menu.
9	<p>Volume button</p> 	Controls the handset, headset, and speakerphone volume (off-hook) and the ringer volume (on-hook).
10	<p>Speaker button</p> 	Toggles the speakerphone on or off. When the speakerphone is on, the button is lit.
11	<p>Mute button</p> 	Toggles the Mute feature on or off. When Mute is on, the button is lit.
12	<p>Headset button</p> 	Toggles the headset on or off. When the headset is on, the button is lit.
13	<p>Navigation button</p> 	Allows you to scroll through menus and highlight items. When the phone is on-hook, displays phone numbers from your Placed Calls log.
14	<p>Keypad</p>	Allows you to dial phone numbers, enter letters, and choose menu items.
15	<p>Soft key buttons</p> 	Each activates a soft key option (displayed on your phone screen).
16	<p>Handset light strip</p>	Indicates an incoming call or new voice message.



To Make a Call:

Using the Handset

- * Lift the handset and dial the desired number

Using the Monitor Speaker

- * Press the NewCall soft key and dial the desired number.
- * When the party answers, lift the handset or use the speaker phone for hands free calling.

Using On-Hook Dialling

- * Dial the desired number and lift the handset.

While on an Existing Call

- * Press the NewCall soft key and dial the desired number.
- * Toggle between the two calls using the Hold soft key.

Disconnecting a Call

- * Replace the handset on the cradle -or-
- * Press the EndCall soft key

Dialling

To Dial:

- * Dial the extension or external number

To Redial the Last Number Called:

- * Press the Redial soft key

To Return a Call to the Last Caller



To Adjust Display Contrast

- Press the Settings button
- Select 'User Preferences'
- Select 'Contrast'
- Adjust the contrast using the Up/Down soft keys
- Press the Save soft key
- Press the Exit soft key

To Adjust Ring Volume

With the handset in the cradle and speakerphone off, use the Volume Up/Down buttons.

To Adjust Handset Volume

Remove the handset from the cradle and use the Volume Up/Down buttons. Save and replace the handset.

To Adjust Speakerphone Volume

Press the Speaker button and use the Volume Up/Down buttons. Save and press the Speaker button again

To Adjust Ring Type

- Press the Settings button
- Select 'User Preferences'
- Select 'Rings'
- Select 1 'Default Ring'
- Highlight the desired ring with the Scroll Up/Down buttons
- Press the Select soft key to select the ring or Play to listen to the ring
- Press 'Save if the ring has been changed
- Press the 'Exit' soft key to exit the menu



Call Forward (All Calls)

Call Forward (All Calls) lets you forward incoming calls to another number.

- Press the CFwdALL soft key
- Enter the number to forward too
- To forward to voicemail press the CFwdALL soft key and enter 654654 or 'Messages' button
- To cancel the call forward press the CFwdALL soft key

Conferencing

Conferencing lets you join multiple parties together on a single call.

To add a party to an existing call:

- Press the More soft key
- Press the Confrn soft key to place the existing call on Hold and provide dial tone
- Dial the extension or number that you would like to add. Be sure to include the Outside Access Digit for external calls.
- After the party answers, press the Confrn soft key to join the parties together. If you reach the voicemail or the party doesn't want to join the conference, press the EndCall soft key followed by the Resume soft key to return to the original call without adding the new party.
- Repeat these steps to add new parties.

If you initiate a conference call and then hang up, the other parties will be able to continue the call after you disconnect.

Hold

Hold lets you place a call on hold for rapid retrieval from the same phone.

To place the current call on hold:

- Press the Hold soft key

To retrieve the held call:

- Press the Resume soft key



Mute

Mute disables the microphone of the handset, speakerphone or headset so you can have a private conversation.

To enable Mute:

- Press the Mute button. The Mute button will glow red and the display will briefly note "Microphone Mute On" to show that Mute is active.

To disable Mute:

- Press the Mute button again. The Mute button will go dark and the display will briefly indicate "Microphone Mute Off" to indicate that Mute is cancelled.