

Basic Phone System Features

SETTINGS

Adjusting Angle of Phone Base: Depress the foot stand button on right side of the phone while lifting up or pushing down the phone base.

Adjusting Contrast: Press the **Settings** button and select **User Preferences** and then **Contrast**.

Adjusting Ringer Type: Press the **Settings**, select **User Preferences** and then **Rings**. You may choose different ring types for each line on your phone.

ADJUSTING VOLUME AND RINGER

To adjust **ringer volume**, press the **Volume** button while the handset is in the cradle. Volume settings for **handset, headset and speakerphone** must be adjusted separately while in use; then press the **Save** softkey to set the volume level.

HELP

Press the **? Help** button once, then press any button for information or wait for a Help menu to be displayed.

DIRECTORIES/CALL LOGS

Press the **Directories** button to access logs of **Missed, Received and Placed calls**. Once the desired entry is located, use the softkeys for more info. A maximum of 100 records are stored in each of these logs and are collected for each line on your phone. You may use the **Edit Dial** softkey to edit the number and dial, if desired.

The Corporate Directory may also be selected from the directory list. You may enter criteria for first name, last name or number and press Search to locate qualifying entries.

PLACING A CALL

Place a call by lifting the Handset, pressing the Line button for your extension, the Speaker button, the **New Call** button, the Headset button or a Speed Dial button. For international calls, press the # sign after dialing to send your call. NOTE: For emergency dialing, press 9,911 or 911.

HOLD AND RESUME

Place a call on Hold, by pressing the **Hold** softkey. To return to the call on hold, use the **Resume** softkey. If multiple calls are on hold, use the Navigation button to select the desired call before pressing **Resume**, or press the blinking Line button of the call you want active before you press **Resume**.

TRANSFER CALLS

To transfer a connected call:

1. Press the Transfer softkey and enter the number
2. Either press **Transfer** again immediately when you hear the call ringing to release the call or wait for the transfer recipient to answer then press **Transfer** again
3. If the recipient is unable to accept the call, press **EndCall**, then **Resume** to return to the original call.

To transfer a call directly to voice mail:

1. During the call, press the **Transfer** softkey
2. Press *
3. Enter the extension to which you want to transfer
4. Press **Transfer**

CALL FORWARD

To call forward your phone to another extension, press **CFwdALL** softkey and enter desired extension. You will hear a short beep and a forwarded message will show on your phone screen. To remove the call forward, press the **CFwdALL** softkey again.

CALL PARK

You may “park” a call so you or someone else can retrieve it from another room. **To park the call:**

Press **Park** (you may need to press the more softkey). This prompts your phone to store the call. **NOTE THE CALL PARK NUMBER** displayed on the screen and hang up. The call will be parked for 2 minute. **If not retrieved within 2 minutes**, it will ring back to the phone number that parked the call.

To retrieve the parked call, enter the call park number from any IP phone.

CONFERENCE CALLS

To place a conference call:

1. Get the first conferee on the line.
2. Press the More softkey and then Press Confrn (automatically puts your call on hold and gives dial tone to add next party to call).
3. Enter next conference participant’s phone number
4. After call connects press Confrn again to add the new party to the call.
5. Follow this procedure to add each participant. **NOTE:** Six connections, including the initiator, are the maximum number of connections allowed in a conference call.