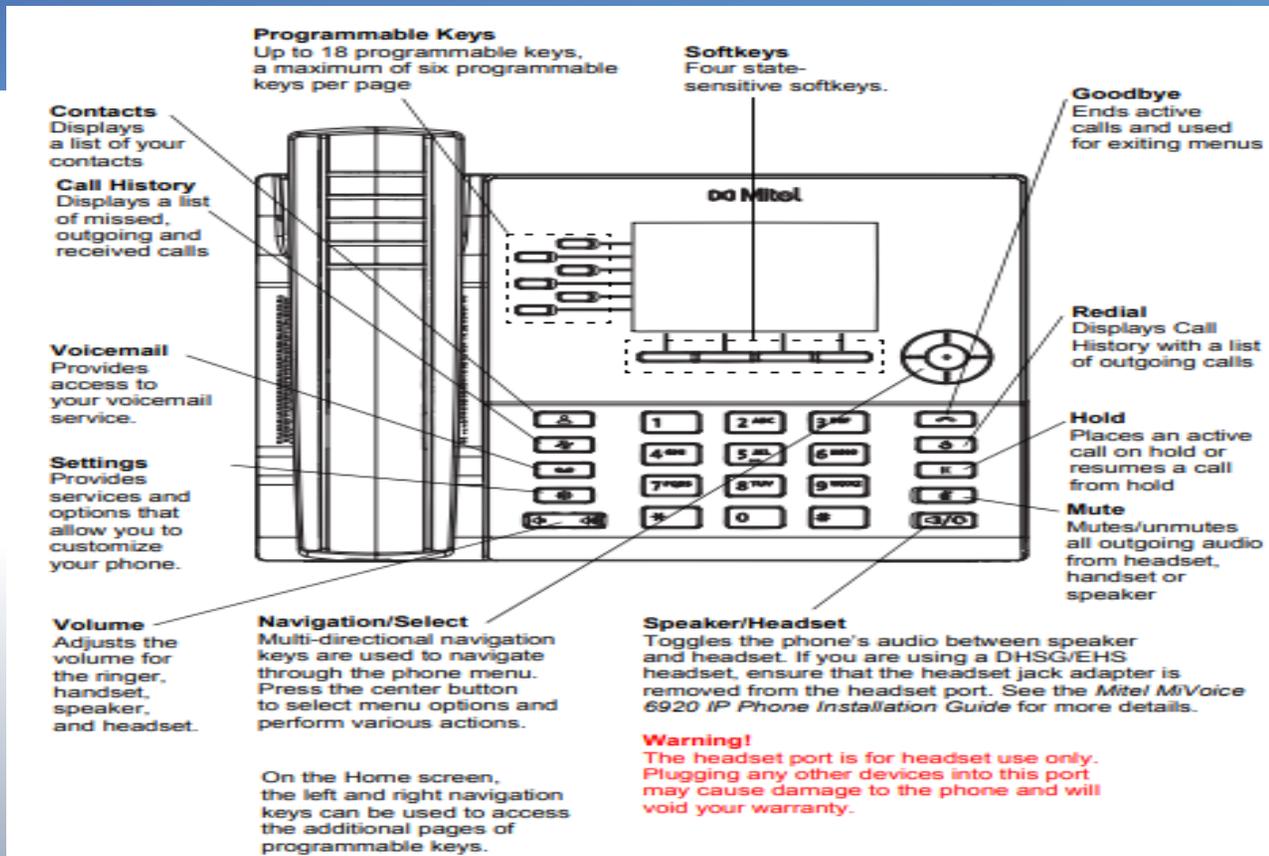


# Using Your Phone

# Hardware Overview



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# Home Screen

## Home screen

The Home (default) screen is displayed when the phone is in the idle state. The Home screen displays status indicators, user directory number, avatar, last dialed number, time, date and list of programmable softkeys.

### Your Directory Number

.

### Prime Line Key



Solid - Available

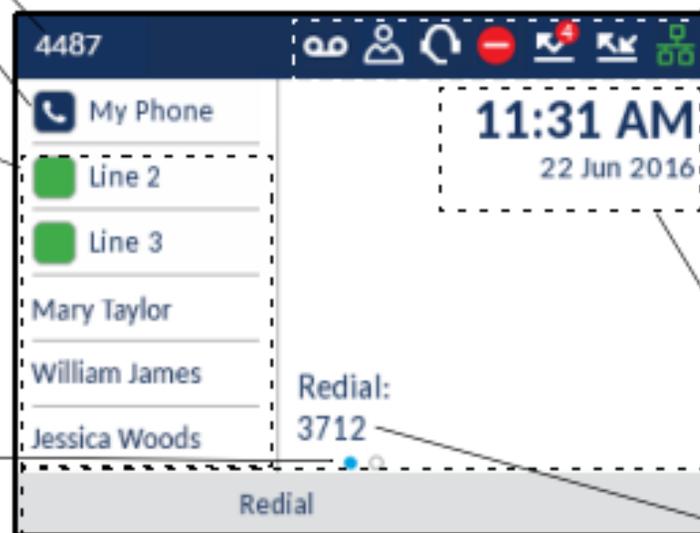


Blinking - Ringing

### Programmable Keys

### Programmable Key Page Indicator

Dots indicate the number of programmable key pages and its relative position.



### Status Indicators



Network Connected



Attempting Connection



Disconnected



Call Forward Always



Missed Calls



Do Not Disturb



Headset Connected



Hotdesk User



Voicemail Pending

### Date and Time

### State-Sensitive Softkeys

### Last Number Dialed

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# Key Configuration



Press and hold the available line key

Note:  
Select an option for the key such as Speed Call  
Follow screen for configuration

1. You have additional pages with keys Use the navigation wheel to go between pages
2. If entering in an outside number, please add 9 in front for outbound access

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# Basic Call Handling



## Make Calls:

1. Intercom call – please note all ext's are now 4 digits. They all match the last 4 digits of the phone number assigned.
2. Outbound call – Dial 9, then the 10 digit phone number

Hold: With caller live on the phone press the hold key. To retrieve press the line key



Mute: Press to mute your voice (LED will be red when muted). Press again to disable

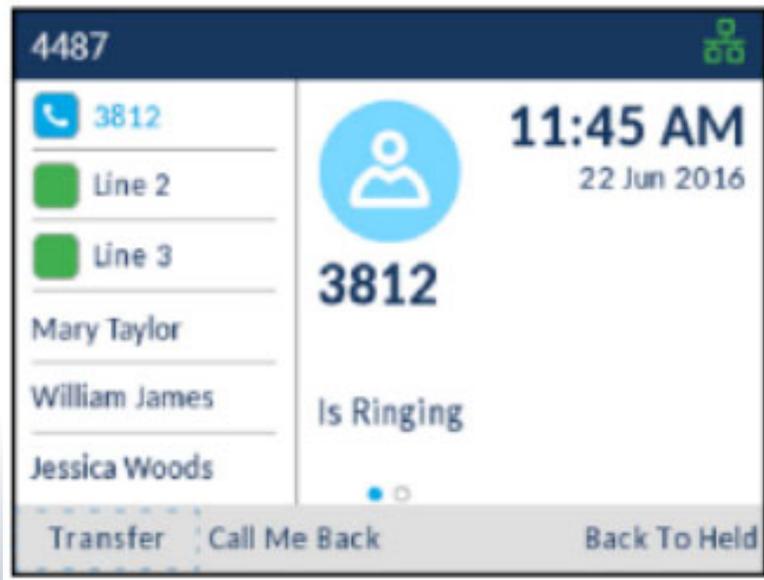


Call-back: If user is busy or not answering you can select call me back in the display. This will ring your phone when that user becomes available

Call Me Back

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# Cold Transfer



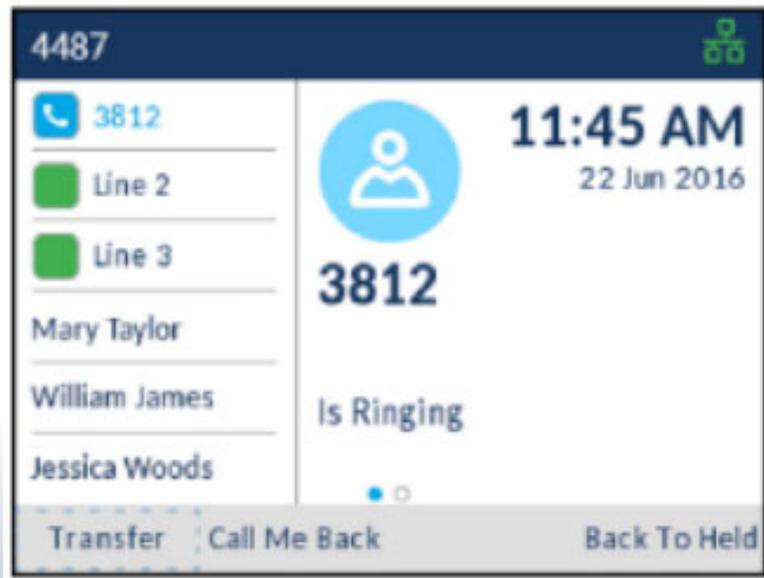
With caller live on the phone, press Transfer soft key in display

Enter in Extension or Outside number (using 9 for outbound)

Press the soft transfer key in display to complete

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# Warm Transfer



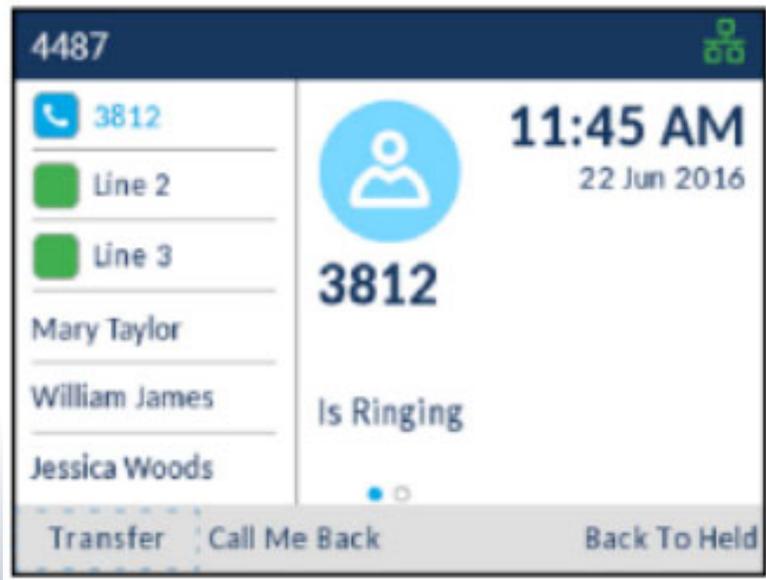
With caller live on the phone, press Transfer soft key in display

Enter in Extension or Outside number (using 9 for outbound)

Wait for the user to answer, then press the soft transfer key in display to complete

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# Transfer to Voicemail



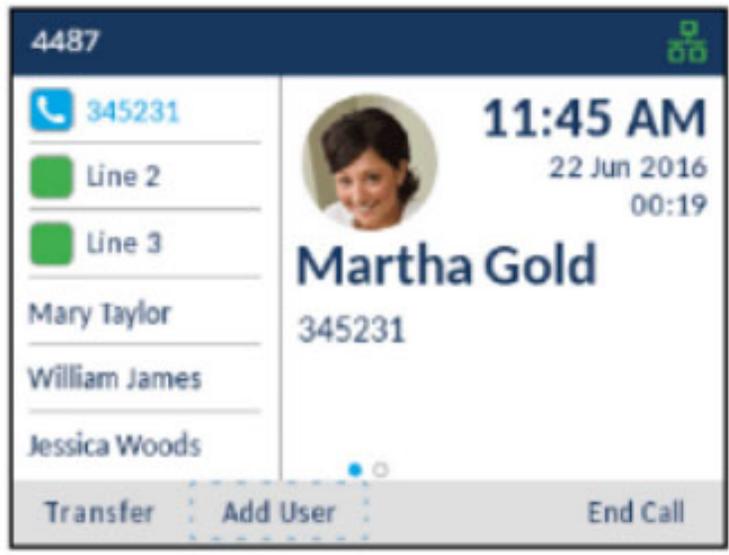
With caller live on the phone,  
press Transfer soft key in display  
and enter in the extension

Quickly press the more key in  
the display

Press to voicemail in the display  
to complete

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# Conference Calls



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With caller live on the phone,  
press Add User soft key in  
display

Dial 2<sup>nd</sup> party extension or  
phone number (remember to  
use 9 for outside)

With 2<sup>nd</sup> caller live on the  
phone, press Join Calls softkey  
in display to Join all parties

# VoiceMail



Press your Voicemail button and enter in your voicemail password. Default password is **172839**. Then press log in in the display

Once you log in, you will be provided the following options to set up voicemail:

Press 8 Change User Options

Press 4 to change your greeting

Press 7 change password

Press 6 to change name

Use your silver wheel to navigate between messages

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