

Getting Started - Button Layout



Warning!
The headset port is for headset use only. Plugging in any other device into this port may cause damage to the phone and will void your warranty

Hot Keys

Your phone has been setup with the following Hot Keys. Press and hold (3 secs)

- 1 - to access your Voicemail
- 9 - to perform a call Pickup

Basic Call Handling

Placing a Call

Lift the handset or Press  for Speakerphone
Dial number and press the  Dial key


Ending a Call

Place the handset on its cradle or press 

Answering a Call

Lift the handset for handset operation or press the **Line** key or  for handsfree operation.



Ignoring a Call

Press the  when the phone is ringing to ignore the incoming call and send the incoming call to voicemail (if configured)

Muting

Press the  key to mute the handset, headset or speaker

Holding and Resuming

To place a call on hold, press  when connected to call.
To resume, press  again or press the **Line** key which call is on



Voicemail

To access your voicemail hold down 1 or dial 555 from your Desk phone. Follow the prompts/instructions to setup personal greeting and manage voice messages.

Call Transferring



Blind/Cold Transfer

Blind transfer transfers the current call to the recipient immediately and disconnects you. This works well if the transfer recipient is awaiting a call from somebody.

To make a Blind transfer simply press on the  then enter the recipients number, or press the corresponding button next to contact on left hand side. Then press  again.

Attended/Warm Transfer

Attended transfer allows you to introduce the call to the recipient prior to connecting the transfer through.



To make an Attended transfer simply press on the  then enter the recipients number. Then press the right arrow to **Dial** to call recipient. Once introduction is made and recipient is willing to take the call, press  again.



Tip: To remember to press the Transfer button at the start and at the end, think of a sandwich. With the recipient being the sandwich filling.



Transfer > Recipient > Transfer

3-Way Conferencing


In an active call, press the  key. Enter the intended party's number or press the corresponding button next to contact on the left hand side. Additionally you can input an external number and press **Dial**. When ready, press the  key again.

Customisation

Adjusting the Volume

Press   during a call to adjust call volume. Pressing while handset is down and inactive adjusts ringer volume.

Using the Directory

Press  to access the Directory. Use the alphanumeric keys to enter the first letters of the contact's name. Scroll through resulting list by using the navigation keys. When desired contact is highlighted press the **Select** key to place a call. If you would like to place a call to another of said contact's numbers, press the **Right** navigation key, highlight desired number using **Up** or **Down** and press **Select**.

Hot Desking (if applicable)

Log in to the phone by pressing the **Login** softkey. Enter your extension number then **Done**, then default pin 5757 or the pin you have set then **Done**. To logout, press the **Logout** button.