

## Getting to Know the Cisco SPA 303



#	Phone Feature	Description
1	Handset	Pick up to place or answer a call.
2	Message Waiting Indicator	Displays solid red when you have a new voice mail message. Flashes red during an incoming call or when the phone's firmware is being updated.
3	LCD Screen	Displays date and time, phone station name, line extensions, and softkey options.

#	Phone Feature	Description
4	Line keys	Indicates phone line status. Typically when lit: <ul style="list-style-type: none"><li>• Green: Line is idle.</li><li>• Red (steady): Line is active or in use.</li><li>• Red (blinking): Line is on hold.</li><li>• Orange: Line is unregistered (cannot be used).</li><li>• Flashing Orange: The phone is not connected to the network.</li></ul>
5	Softkey buttons	Press a softkey button to perform the action shown on the label on the LCD screen above. See <a href="#">Softkey Buttons, page 9</a> .
6	Navigation button	Press an arrow to scroll left, right, up, or down through items shown on the LCD screen.
7	Messages button	Press to access voice mail (must be set up by your phone administrator).
8	Hold button	Press to place a call on hold.
9	Setup button	Press to access a menu to configure features and preferences (such as your directory and speed dials), access your call history, and set up functions (such as call forwarding).
10	Mute button	Press to mute or unmute the phone. When phone is muted, the button glows red. A flashing mute button indicates the network connection cannot be found.
11	Headset button	Push to turn the headset on or off. When the headset is on, the button glows green.
12	Volume button	Press + to increase the volume and - to lower the volume of the handset, headset, speaker (when the handset is off the phone), or ringer volume (when the handset is on the phone).
13	Speaker button	Push to turn the speaker on or off. When the speaker is on, the button glows green.
14	Keypad	Use to dial phone numbers, enter letters, and choose menu items.

## Softkey Buttons

The softkey buttons on your phone display may vary depending on your phone model and the phone system setup. Press the **Right Arrow** or **Left Arrow** keys on the navigation button to view additional softkey buttons.

Below is a partial listing of softkey buttons that may be available on your phone. You may not have all of these softkey buttons on your phone, and you may have additional buttons that are not listed here. For example, your phone administrator may also provide custom softkey buttons on your phone, such as buttons that provide a speed dial to a company number, or that access a specialized program that runs on your phone. Contact your phone administrator for more information.

Button	Function
<< or >>	Move left or right through an entry without deleting characters.
add	Add an entry.
apps	Accesses supported 8x8 Virtual Office applications.
bxfer	Performs a blind call transfer (transferring a call without speaking to the party to whom you are transferring the call.)
callpark	Puts a call on hold at a designated “park” number. The call is parked on the line until you unpark it or the caller disconnects. Must be configured by your phone system administrator.
cancel	Cancels any changes you have made (press before <b>ok</b> or <b>save</b> ).
cfwd	Forwards all calls coming to your phone to a specified number.
-cfwd	Clears call forwarding.
clear	Clears the entry.
conf	Initiates a conference call.
confLx	Conferences active lines on the phone together.
confserv	Dials into the 8x8 conference bridge.
delChr	Deletes the last number or letter.
delete	Deletes an entire item (for example, a number from the Call History list).
dial	Dials a number.

Button	Function
dir	Provides access to phone directories.
dnd	Do Not Disturb; prevents incoming calls from ringing your phone.
-dnd	Clears Do Not Disturb.
edit	Opens an item so that you can edit numbers or letters, or enable or disable a feature.
endCall	Ends the call in progress.
exit	Closes a menu.
hold	Places a call on hold.
ignore	Ignores an incoming call.
intercom	Allows you to automatically connect to a remote extension.
join	Joins the two calls in conference and drops you from the call.
lcr	Dials the Last Call Received.
miss	Shows the Missed Calls list.
option	Press this button to display options. To choose the displayed option, press OK.
record	Records the call in progress.
redial	Displays a list of recently dialed numbers.
resume	Resumes a call that is on hold.
save	Saves your changes.
select	Selects the highlighted item on the LCD screen.
xfer	Performs a call transfer.
xfer2vm	Transfers an active call to voice mail.
y/n	Enters a submenu and when pressed, toggles between <b>Yes</b> or <b>No</b> to enable or disable an option.