



Keys & Buttons

The Navigation arrows are shortcuts:

- Down: Missed Calls List
- Left: Received Calls List
- Right: Placed Calls List
- Up: Favorites
- Mute Key: Mutes your handset or speaker
- Press to enable
- Press again to disable

LED Indicators

The LEDs indicates the call status:

- Green: Your call is in progress.
- Flashing Green: A call is incoming.
- Flashing Red: A call is on hold.

DND (Do Not Disturb)

Press the DND softkey to enable. While active, all calls are automatically sent to voicemail. Press it again to disable.

DND icon:

Place a call

Dial number (extension or 10-digit external number) and pick up the handset or press the Dial softkey.

Answer a call

Pick up the handset or press the Answer softkey.

End a call

Hang up the handset or press the End softkey.

Placing a call on hold

During a call, press the Hold softkey and the LED will blink red to indicate the call is on hold. To return to the call, press the Resume softkey.

Power cycling or rebooting

Press Home key. Use the navigation keys to go to Settings > Basic > Restart Phone > Press the Yes softkey.

Warm/Attended Transfer

During a call, press the Transfer softkey (the active call is placed on hold). Dial the destination and press Send. Once the recipient answers or if you reach voicemail, press the Transfer softkey again. To cancel a transfer, press the Cancel softkey and the original call will be resumed.

Blind/Cold Transfer

During a call, press and hold the Transfer softkey (the active call is placed on hold). Dial the destination and press Send.

Transfer direct to Voicemail

During a call, press and hold the Transfer softkey (the active call is placed on hold). Dial *86 + the extension number and press Send.

Establish a three-way conference call

While on a call, press the More softkey, then the Confnc softkey (the active call is placed on hold). Dial the third party and press Send. When the third-party answers, press the More softkey then the Confnc softkey to join all parties.

Checking Voicemails

Dial *855 from your phone or press the Messages button. Enter your voicemail password when prompted and Press #.

Voicemail Roaming

Dial *850 from any phone. Dial the voicemail extension. Enter the voicemail password when prompted and Press #.

Recording Voicemail greetings

After accessing the voicemail, Press 0 for mailbox options.
 Press 1 to record your Unavailable greeting.
 Press 2 to record your Busy greeting.
 Press 3 to record your Name greeting.
 Press 4 to record your Temporary greeting.

Call Parking

During a call, press the Transfer softkey (the active call is placed on hold). Dial the system code *70 and press Send. You will hear what extension the call is parked on between *710-*739. Press the Transfer softkey again.

Retrieve Parked Call

Dial the extension the call was parked on from any phone.

Handling Multiple Calls

During an existing call, you will hear a beep as well for any additional calls. Press the Answer softkey to accept the additional call (the active call is placed on hold). If you have multiple calls, you can use the navigation keys to highlight a specific call and use the Hold or Resume softkeys.

Paging and Intercom

To page a user extension or group, dial the system code *75 followed by the user's or group's extension. To intercom a user, dial the system code *74 followed by the user's extension.

Virtual Conference Rooms

To enter a conference room, dial the system code *888. Enter the conference room number followed by the # key. Enter the PIN number (if applicable) followed by the # key.

Log into a Hot Desk phone

Dial *41 followed by your extension to login.
 Dial *43 to logout.

* Note: System codes may vary.

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