

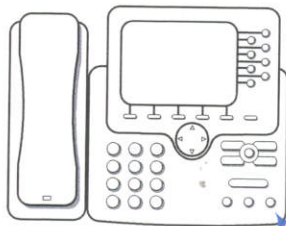
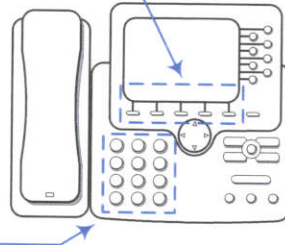
# IP Phone

## Quick Reference

Note: **Bold face underlined text** indicates soft keys pressed. The soft keys are located below the screen and their function is indicated on the screen.

### Placing a Call

**Using the Handset** – Pick up the handset and enter the number.

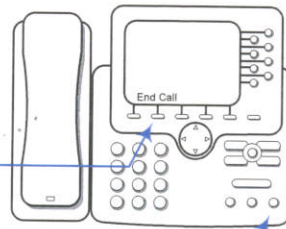


**Using the Speakerphone** – Press the **Speakerphone button** and enter the number.

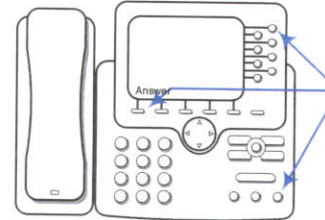
### Ending a Call

To hang up, return the handset to the cradle or press **EndCall**.

To hang up while using the speakerphone, press the **Speakerphone button** or press **EndCall**.



### Answering a Call



**With the Speakerphone** – Press the **Speakerphone button** if unlit. Or, if lit, press **Answer**, or the flashing **Line button**.

To switch from a current call to a new call, press **Answer** if the call is ringing on a different line, press the flashing **Line button**.

To answer using call waiting, press **Answer**.

To send a call to your voice messaging, press **iDivert**.

To autoconnect calls, use **AutoAnswer**.

**Using Directories** – Press the **Directories button** to display the list of directories. Using the soft keys choose between Missed Calls, Received Calls, Placed Calls, Personal Directory or Corporate Directory. Use the soft keys and **Navigation button** to move around within the directories.

