

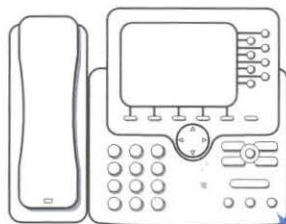
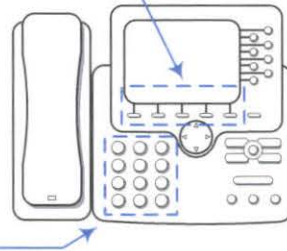
IP Phone

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.

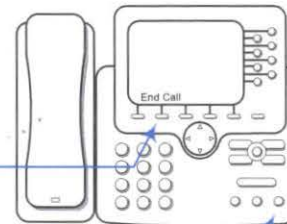


Using the Speakerphone – Press the **Speakerphone button** and enter the number.

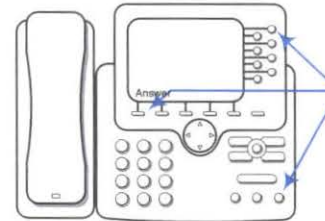
Ending a Call

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**.

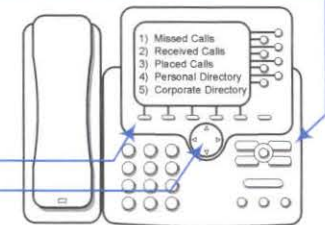
To switch from a current call to a new call, press **Answer** or if the call is ringing on a different line, press the flashing **Line button**.

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.



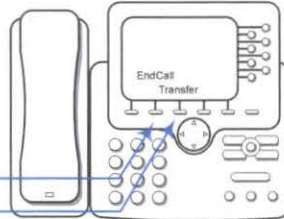
Transferring Calls

Without answering –

From an active call, press **Transfer**.

Enter the target number.

Press **EndCall** to cancel, or press **Transfer** again to complete the transfer.



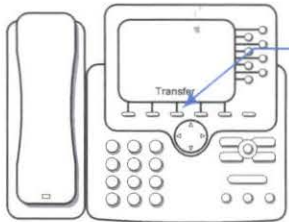
After answering –

After speaking to the caller, press **Transfer**.

Enter the target number.

Wait for the transfer recipient to answer.

Press **Transfer** again to complete the transfer or **EndCall** to cancel.



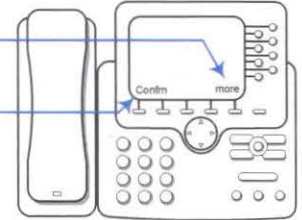
Starting and Joining a Conference Call

From a connected call press **More**, then **Confm**.

Enter the participant's phone number & wait for the call to connect.

Press **Confm** again to add the participant to your call.

Repeat to add additional participants.



Viewing the List of Participants

Highlight an active conference.

Press **ConfList**. Participants are listed in the order in which they joined the conference, most recent at the top.

To remove a participant, highlight the participant's name. Press **Remove**. Only the conference originator can remove participants.

To end your participation in a conference, hang up or press **EndCall**