

### Display

Your phone's display area contains your **phone number** on the left side and the **masked number** on the upper-right side.

### Place a Call (internal & external)

1. Lift handset or press the **Speaker** button.
2. Dial the 10-digit number.
3. To correct a dialing error, press backspace soft key.

### Soft Keys

Available features (soft keys) appear across the bottom of your display in groups of four, and change according to your phone activity. The phone may have more than four available features. To view additional features, press the **More** soft key. To use, press the corresponding soft key located directly below the features.

### Navigation Bar

Scrolls through menus by pressing up or down arrows. Use the **Select** button to choose the highlighted display item.



### Hold/Resume

1. Press **Hold** button.
2. To resume call, press **Resume** soft key or blinking line button.

### Divert

Sends incoming and active calls to voice mail. To use, press **Divert** soft key.



### Applications Menu

#### Call History

To view Call History:

1. Press the **Applications** button.
2. Highlight **Call History**, and press the round **Select** button.
3. Use **Navigation Bar** to scroll through list.
4. Highlight an entry, and press **Call** or enter the digit.
5. Press the **Exit** soft key to exit menu.

To view **Placed Calls** Log: With handset on-hook, press **Navigation Bar Arrow UP** to view **Placed Calls**.

#### Preferences

1. Press the **Applications** button.
2. Use the **Navigation Bar** to highlight **Preferences**.
3. Press round **Select** button.
4. Select **Ringtone** to change ring type. Scroll through list, **Play, Set**, and then **Apply** the change.
5. Select **Contrast**. Use the **Navigation Bar** arrows to adjust the display lighter or darker.



### Contacts

To Access the Contacts Menu:

1. Press **Contacts** button.
2. Use the **Navigation Bar** to scroll, highlight **Personal Directory** or **Corporate Directory**.
3. Press round **Select** button.

### Call Waiting

When call waiting tone is heard, display briefly provides caller ID, and line button will flash.

1. To answer second call, press blinking line button.
2. To end call, press **End Call** soft key, or hang up.



### Transfer

1. Press **Transfer** button. Call is automatically placed on hold.
2. Hear dial tone, and dial number.
3. Announce call or wait for first ring.
4. Press **Transfer** soft key or button.
5. To cancel, press blinking line button.
6. To cancel and return to original call, press **Cancel**, followed by **Resume**.

### Transfer to Unity Voice Mail

1. While connected, press **Transfer** soft key.
2. Dial \* and the 10-digit number where the call should be transferred.
3. Press **Transfer** soft key.

### Abbreviated/Speed Dial

All **Abbreviated/Speed Dial** configuration **MUST** be done via the Self Care Portal.

To use a **Speed Dial** code:

1. With the handset down, enter the Abbreviated/Speed Dial code.
2. Press the **SpeedDial** soft key.
3. Lift handset.



### Conference

1. While connected, press **Conference** button.
2. Hear dial tone, and dial next party.
3. When party answer, press **Conference** button or soft key.
4. Repeat steps to add up to three (3) parties.
5. To drop last party press **End Call** soft key, followed by blinking line button to resume conference.

### Call Forward

1. Press **FwdALL** soft key.
2. Dial 10-digit number.
3. To cancel, press **Fwd Off**.

### Pickup

To answer call in your **PickUp** group, lift handset, and press **PickUp** button:

1. To answer call, press **Answer** key.
2. To divert to your voicemail, press **Divert**.

### Park

To **Park** a call and retrieve at another Cisco phone:

1. While on active call, press the **Park** soft key. The screen displays the call park number (i.e. \*XXXX).
2. **Make a note of the number and hang up.**
3. To retrieve a parked call from any phone, dial \* and the 4-digit number.