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| 1 | Handset with indicator light | Functions like a traditional handset. The light strip at the top of the handset blinks when the phone rings and remains lit to indicate a new voice message (depending on your message system). |
| 2 | LCD screen | Displays features such as the time, date, your phone number, caller ID, line/call status, and soft-key tabs. If you see an animated phone icon on the black banner in the top right corner of the LCD screen, your phone is using Cisco CallManager with “Call Forward All” activated. |
| 3 | Line buttons | Depending on configuration, programmable buttons provide access to: <ul style="list-style-type: none"> • Phone lines and intercom lines (line buttons) • Speed-dial numbers (speed-dial buttons, including the BLF speed-dial features) • Call features (for example, a Privacy button) |
| 4 | Soft key buttons | Depending on how your system administrator sets up the phone, enable soft key options displayed on your phone screen. |
| 5 | Transfer button | Transfers active calls to another extension. |
| 6 | Conference button | Initiates a conference call. |
| 7 | Hold button | Places the call on hold. |
| 8 | Navigation and Select button | The navigation pad allows you to scroll up and down on the LCD screen. Allows you to scroll through menus, highlight items, and display speed dials list if you press down when the phone is on-hook. Display phone numbers from your Placed Calls if you press up when the phone is on-hook. |
| 9 | Headset button | Toggles headset on and off. When the headset is on, the button is lit. |
| 10 | Speaker button | Toggles speaker on and off. When the speakerphone is on, the button is lit. |

11	Dial pad	Functions as traditional telephone keypad.
12	Mute button	Toggles mute on and off.
13	Volume button	Increases or decreases handset, headset, ringer, or speakerphone volume.
14	Messages button	Provides access to a voice message system (if available).
15	Application button	Provides access to phone settings such as call history, user preferences, phone configuration (including administration settings, device configuration, network configuration, and other common configurations), and phone model information.
16	Contacts button	Provides access to phone directories.
17	Handset	Phone handset.

Call Forwarding:

1. Press the **CFwdAll** soft-key. You will hear two beeps.
2. Enter the number to which you want to forward all of your calls. Enter the number exactly as you would if you were placing a call to that number. An animated phone icon flashes in the upper-right corner of your LCD screen.
3. To cancel call forwarding, press the **CFwdAll** soft-key.

Transferring a Call:

1. During a call, press the **Transfer** key. This puts the call on hold.
2. At the tone, dial the number to which you want to transfer the call.
3. As soon as you hear ringing, or after the party answers, press **Transfer**.

Call Conferencing:

Call Conferencing allows you to create an ad hoc conference by calling each participant. You can currently have **four** callers beside yourself in an ad hoc conference.

1. During an active call, press the **Conference** key to open a new line and put the first party on hold.
2. Place a call to another number.
3. When the call connects, press **Conference** again to add the new party to the call.

iDivert:

- ❖ **iDivert** allows you to transfer an active, ringing or on-hold call to voicemail. Select the **iDivert** soft-key as it is displayed to send the call straight to voicemail.

Call Join:

The **Join** soft-key allows you to create an ad hoc conference by combining existing calls.

1. During an active call, you accept another call.
2. Change your focus back to the holding call.
3. Press the **more** soft-key to locate the **Join** soft-key.

Call Conference List:

During an ad hoc conference, you can view a list of participants and remove participants.

1. During an ad hoc conference, press the **ConfList** soft-key to view current participants.
2. While viewing the conference list, press **Update** soft-key.

Note: New participants entering the conference will be announced by a single beep, while participants exiting are announced by two beeps. Updates of the list are not dynamic, thus require the **Update** soft-key to update the list.

3. While viewing the conference list, highlight the person's name and press **Remove** to remove participants from the list.

Call Park:

1. During a call, press the **more** soft-key to locate and press the **Park** soft-key.
2. Note the status message 'Call park at 490x' (4900 – 4904).

Note: The parked call will ring back after 2 minutes or you may dial the park number.