


**To place a call using an email address:**

*Note: This feature is supported only on the SIP version of the phone.*

1. Lift the handset or press a line button, Speaker  button, or the **NewCall** soft key.
2. Press the **more** soft key.
3. Press the **URL** soft key.
4. Press the number representing the character you want to select. If necessary, press the number again to scroll through the list of displayed characters and highlight the desired character.



Copyright © 2000 Cisco Systems, Inc. All rights reserved. Cisco, Cisco IOS, Cisco Systems, and the Cisco Systems logo are registered trademarks of Cisco Systems, Inc. or its affiliates in the U.S. and certain other countries. All other trademarks mentioned in this document are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any of its resellers. (9912R)


FO-6332-1/MH/03.00

78-10742-04  
DOC-7810742=




**Basic Call Features**

**To place a call:**


- Lift the handset and dial the number.
- Press a line button and dial the number.
- Press the Speaker  button and dial the number.
- Press the **NewCall** soft key and dial the number.

*Note: On the SIP version of the phone, press the # key or Dial soft key to immediately place the call.*

**To answer a call:**

- Lift the handset.
- Press the line button associated with the call.
- Press the **Answer** soft key.
- Press the Speaker  button.

**To end a call:**

- Hang up the handset.
- Press the Speaker  button.
- Press the **EndCall** soft key.

**To place a call on hold:**


- While on a call, press the **Hold** soft key.
- To return to the call, press the **Resume** soft key.

- If multiple calls on the same line are on hold, use the scroll keys to select the desired call before you press **Resume**.



**To redial the most recently dialed number:**

- Lift the handset and press the **Redial** soft key, or simply press the **Redial** soft key to activate the speakerphone.

**To change between handset and speakerphone during a call:**



- **Handset to speakerphone:**  
Press the Speaker  button and hang up the handset.
- **Speakerphone to handset:**  
Lift the handset.

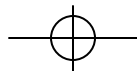
**To mute a call:**

- Press the Mute  button.
- To turn off mute, press Mute  again (or lift the handset).

**Volume Controls**

**To adjust the volume for the current call:**

1. Press the up  or down  volume key to increase or decrease the volume of your handset, headset or speakerphone.



#### To adjust the volume for all calls:

1. Press the up or down volume key to increase or decrease the volume of your handset, headset or speakerphone.
2. Press the button and then press the **Save** soft key.

#### Call Transfer

##### To perform an unattended call transfer:

*Note: This feature is supported only on the SIP version of the phone.*

1. During a call, press the **more** soft key.
2. Press the **BlndXfr** soft key. This places the call on hold.
2. Dial the number to which you want to transfer the call.
3. Hang up.

##### To transfer a call:

1. During a call, press the **Trnsfer** soft key. This places the call on hold.
2. Place a call to another person.
3. When you hear ringing, press **Trnsfer** again, or when the party answers, announce the call and press **Trnsfer**. If the party refuses the call, press the

**Resume** soft key to return to the original call.

4. Hang up.

#### Forward All Calls

##### To forward all calls to another extension:

1. Press the **CFwdAll** soft key. You will hear two beeps.
2. Enter the number to which you want to forward all your calls. A flashing right arrow will appear next to your phone number on the LCD to indicate that all calls are being forwarded.

##### To cancel forward all calls:

- Press the **CFwdAll** soft key. You will hear two beeps. The flashing arrow will no longer display next to your phone number on the LCD, indicating that forward all calls is not active.

#### Ring Sound

##### To change the ring sound:

1. Press the button.
2. Use the scroll key to scroll to the Ring Type option on the Settings menu.
3. Press the **Select** soft key to display the list of ring types.

4. Use the scroll key to select a ring type.
5. Press the **Play** soft key to hear a sample of the selected ring type.
6. Press **Select** and then press the **OK** soft key to save your selection.
7. Press the **Save** to exit the Settings menu.

#### LCD Contrast

##### To change the contrast of the display:

1. Press the button.
2. Press the **Select** soft key to select the Contrast option on the Settings menu.
3. Press the **up** or **down** soft key to set the desired intensity of the display.
4. Press the **OK** soft key to save your setting.
5. Press the **Exit** soft key.

#### Call History Features

##### To view missed calls:

1. Press the button.
2. Use the scroll keys to select the Missed Calls option on the Directory menu.
3. Press the **Select** soft key to display the missed calls list.
4. When you are finished, press the **Exit** soft key twice to exit the Directory menu.

##### To speed dial a missed call, received call, or placed call:

1. Press the button.
2. Use the scroll keys to select the desired call history option on the Directory menu.
3. Use the scroll keys to select the number you want to speed dial.
4. Press the **Dial** soft key to speed dial the selected number.

#### Conference Calls

##### To place a conference call:

1. During a call, press the **More** soft key and then the **ConFrn** soft key. This will automatically select a new line and place the other party on hold.
2. Place a call to another person.
3. When the call connects, press **ConFrn** again to add this person to the conference call.
4. If you are using the Cisco CallManager version of the phone, you can repeat the first three steps to add people to the conference call.

