When lit you have a **Voice Mail** message waiting. Follow your standard

voice mail retrieval procedures, as provided by your System

Administrator.

**Line/Feature** buttons provide lines for calls and application-specific (**Speed Dial**, **Call Log**, and **Web**) sessions.

The **Phone/Exit**

button displays

the **Phone** screen from any other application screen and normalizes the display.

Use the **Page**

**Right** & **Page Left**

buttons to move from one screen to another when the "paging indicator" displays on the line above the softkey labels.

**Application Softkeys** navigate to application screens or initiate actions like

**Call** a number/URI, **Save** data or **Cancel** the current activity.

Use the **Options** button to set up & update phone appearance & screen functions like:

• creating new or relabeling existing Feature buttons

• backing up/restoring user data

• changing the screen contrast, call timer display, etc.

• Setting up attended or unattended transfers

(See the *User's Guide's*

*Chapter 6* for details.)

**Dedicated Feature** buttons (**Redial**, **Speaker**, **Mute**, **Headset**, **Hold**, **Transfer**,

**Conference**, **Drop**, and **Volume Up and Down**) control call activity.

**Adding a Speed Dial Button:**





















**1**. Press the **SpDial softkey**.

**2**. Press the **Add softkey**.

**3**. Enter the **Name** & press the **Done softkey**.

**4**. Press the **Line/Feature** button next to either the **Number** or

**URI** field.

**5**. Enter the **Phone Number** or **URI** as applicable.

**6**. Press the **Done softkey** and then press the **Save softkey**.

**Updating a Speed Dial Button:**

**1**. Press the **SpDial softkey** and use the **Page Left** or

**Page Right** buttons to locate the applicable **Speed Dial** button.

**2**. Press the **Edit softkey**, then press the **Line/Feature** button next to the button you want to update.

**3**. Press the **Line/Feature** button next to the field you want to update. Use the **Left** and/or **Right Arrow softkey**

to move the cursor and the **Backspace Line/Feature** button to remove characters if applicable.

**4**. Press the **Done softkey**, then press the **Save softkey**.

**Deleting a Speed Dial Button:**

**1.** Press the **SpDial softkey** and use the **Page Left** or

**Page Right** buttons to locate the applicable **Speed Dial** button.

**2**. Press the **Delete softkey**, then press the **Line/Feature**

button next to the button you want to remove.

**3**. Press the **Delete softkey** again to confirm the deletion.

**Web Controls:**

Use these buttons to navigate web pages:

- **Line/Feature** button 5 - redisplays the **Home** page.

- **Line/Feature** button 6 - moves the page down 3 lines.

- **Line/Feature** button 4 - moves the page up 3 lines.

To use a link to switch pages, press the **Line/Feature** button to the left of the line with an underlined link.

**Call Log Navigation:**

**1**. Press the **Log softkey** to display the

**Call Log** for missed (unanswered) calls.

**2**. Navigate to either the **Incoming Answered Call Log** or the **Outgoing Calls Log** by pressing the **InAns** or **Outgo softkey**, respectively.

*Note: (All logs have the same fields, characteristics and* ***softkeys****.)*

• *To review calls*, press the **Page Right**

button (to review the next 3 calls) or **Page Left** button (to review the previous 3 calls).

• *To view call detail,* press the **Line/ Feature** button next to the applicable call, then press the **Return softkey** to re-display the **Call Log** screen.

**Adding a Call Log Entry or Web Phone Number to a Speed Dial Button:**

**1**. From a **Call Log**, press the **Line/Feature** button to the left of the party you want to add. To add a Web phone number to a Speed Dial button, start at the next step.

**2**. Select the **AddtoSD softkey**; edit the name/number/URI by selecting the appropriate field and using the **Arrow softkeys** to move the cursor.

**3**. Press **Done softkey**, then press the **Save softkey**. Press **Phone/Exit** to return to the **Phone** screen, or select another application tab as desired.

**Making Calls:**

• With the phone on- or off-hook, simply press

an available session (call) appearance, or pick up the handset, activate the **Speaker** or **Headset**. Dial a telephone number or press

the **URI softkey** and enter a URI to call your party.To redial, press the phone's dedicated **Redial** button.

• To speed dial, press the **SpDial softkey**, press **Page Right** or **Page Left** (if needed) to locate the party you want to call, then press the **Line/Feature** button next to that entry.

• From the **Call Log**, press the **Log softkey**. Then select the appropriate **Log sofkey** (**Missed**, **InAns**, or **Outgo**, as applicable). Use the **Page Right** or **Page Left** button to locate the party to be called in any of the three logs **(Missed**, **Incoming Answered** or **Outgoing)**, press the **Line/Feature** button next to the desired entry, then press the **Call softkey**.

• From a **Web Page** phone link, simply select the link.

**Receiving Calls:** Pick up the handset, activate the headset or press the **Speaker** button and talk.

**Logging Off the Phone:**

**1**. Press the **Options** button.

**2**. Press the **Page Right** button and select the **Line/Feature** button next to the **Log Off** option.

**3**. To unregister the phone from the call

server, which restores options settings to their default values and deletes your **Call Log** entries, select the **Line/Feature** button next to **Yes**.

*To Log in*:

**1**. Enter your extension & press **#**

**2**. Enter your password & press **#**

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