



6 Mute

Press the Mute button  to toggle Mute on and off. When Mute is on, the Mute button glows red.

7 Conference




1. From a connected call  (not on hold), press the Conference button .
2. Make a new call.
3. Press the Conference button or the Conference softkey (before or after the party answers).

The conference begins and the phone displays “Conference” instead of caller ID.



4. Repeat these steps to add more participants.
The conference ends when all participants hang up.

“Conference in” a held call

1. From a connected call  (not on hold), press the Conference button .
2. Press the pulsing green session button  for the held call that you want to add.

Or, if the held call is on another line, press the Active Calls softkey, choose a call from the list, and press the Conference softkey.



The participant is added to the call.

The conference ends when all participants hang up.

View & remove conference participants



During a conference, press the Show Details softkey. To remove a participant from the conference, highlight a name and press Remove.

8 Transfer

1. From a connected call  (not on hold), press the Transfer button .
2. Call the transfer recipient.
3. Wait for the recipient to answer, or skip to Step 4 while the call is ringing.
4. Press the Transfer button or the Transfer softkey.


The transfer is complete. Confirmation displays on your phone screen.

9 Forward All




1. After selecting the desired line (if necessary), press the Forward All softkey.
2. Enter a phone number, select a number from Call History, or press the Messages button  (to forward to voicemail).
3. Look for Forward All icon  on your screen.
4. To cancel call forwarding, press the Forward Off softkey.

Your system administrator can help you forward calls remotely from your User Options web pages.

10 Call History

Press the Applications button  and select Call History.



The last 150 calls display:

- Missed calls 
- Placed calls 
- Received calls 


To dial, scroll to a call and press the Select button in the Navigation pad or the Call softkey.

To view call details, press More > Details.

View new missed calls



Press the session button  next to the Missed Calls icon  (right side). The Missed Calls icon displays when you have new (not yet viewed) missed calls (may include a count of missed calls).

11 Directories

1. Press the Contacts button  and select a directory.
2. Enter search criteria and press Submit.
3. Scroll to the listing and press the Select button.


12 Shared Lines

If you share a line with your boss:

- Either you or your boss can answer a ringing call on the shared line.
- When your boss has a call on the shared line, the shared line button  on your phone is solid red and the call displays on your screen.
- When your boss puts a call on hold, the session button  on your phone pulses red. You or your boss can resume the call.
- If your boss enables the Privacy feature, your boss's calls do not display on your screen.




13 Voicemail

New message indicators:

- A solid red light on your handset.
- A stutter dial tone on the line (if enabled).
- A voicemail icon  next to the line label and session button (may include message count).



Listen to messages


Press the Messages button  and follow the voice prompts. Or, select a line and press the session button  next to the voicemail icon .

14 Tips


What are the buttons next to my screen?

- The buttons on the left side of your screen are line (and feature) buttons. Line buttons change line views but do not affect calls.
- The buttons on the right side of your screen are session buttons. Each call correlates to a session button. Use session buttons to answer and resume calls or to view call details.

How do I silence my ringing phone?

Press the left side of the volume button  one time while the phone is ringing.


How do I change my ringtone per line?

1. Select Applications  > Preferences > Ringtone, then select a line and press Edit.
2. Select a ringtone and press Play, then press Set.

What does the Swap softkey do?

Swap allows you to toggle between calls before completing a transfer or conference.

What does the Back button do?

Press the Back button  to back out of applications and menus.

How can I get more line buttons?

Ask your system administrator about the Cisco Unified IP Color Key Expansion Module.

Where can I find a complete User Guide?

http://www.cisco.com/en/US/products/ps10453/products_user_guide_list.html

