Place a Call
Use one of the following methods to place a call:
• Lift the handset and dial the number.
• Dial the number, and then lift the handset.
• Dial the number, and then press the CALL soft key.

Transfer a Call
• During a call, press the Transfer soft key from the display or press the Conference button to open a new line and put the first party on hold.
• Dial the second party. When the call connects, press Confn using either soft key or conference button again to add the new party to the call.
• To add third party to the conference:
  • Press the Confn soft key on the Cisco Unified IP phone. Current two callers will be placed on hold.
  • Press an available Line button and call the caller you want to add to the conference.
  • Press the Confn soft key from display or Conference button.
All parties will connect to conference.

Hold a Call
To place a call on hold while on the call:
• Press the HOLD button or press the HOLD soft key on the display.
To retrieve a held call:
• Press the Resume soft key.
• If the transfer fails, press the Resume soft key to return to the original call.

Hold Call
If multiple calls are on hold, use the display or press Conference button.

Transfer Call
• • Press the Transfer soft key from the display or press the Conference button to open a new line and put the first party on hold.
• • Dial the second party. When the call connects, press Confn using either soft key or conference button again to add the new party to the call.
To add third party to the conference:
• Press the Confn soft key on the Cisco Unified IP phone. Current two callers will be placed on hold.
• Press an available Line button and call the caller you want to add to the conference.
• Press the Confn soft key from display or Conference button.
All parties will connect to conference.

Retrieve Voice Messages
Press the Messages button, and follow the voice instructions.

Manage Call Waiting
If you are on a call when a second call comes in, you either hear a call-waiting tone or see a flashing indicator light on the handset rest. To answer the new call on the same line:
• Use the Navigation button (up/down arrow) to select the call.
• Press the Answer soft key to answer the call. The call on the other line is automatically put on hold. To return to the original call:
• Use the Navigation button to select the call.
• Press the Resume soft key to reconnect to the call.
• For calls on a separate line:
  • Press the Line button for the incoming call. The call on the other line is automatically put on hold.
  • To return to the original call:
  • Press the Line button associated with the original call.

Clear Call History
To clear all numbers in the directory histories:
• Press the Applications button.
• Select 1 RECENTS
Use Navigation button up or down for desired phone number
Press Cal soft key to dial that selected number
Use soft key to view Missed Calls
Press the Exit soft key to return to the previous directory menu.

Adjust the Volume for the Current Call
• During a call, press the minus - or plus + Volume button.

Adjust the Ring Volume
• Press the minus - or plus + Volume button while the handset is in its cradle and the phone is idle.

Select the Ring Type
• Press the Applications button.
• Select SETTINGS by pressing number 2 or center of Navigation button
• Select 2 Ringtones.
Select the line item to change ring type
Press EDIT soft key
• Use the Navigation button to scroll through the list of ring types.
Press the Play soft key to hear samples.
• Highlight the ring you want, and then press the Set soft key.
• Press the Exit soft key to go to the main directory menu.

Adjust the Display Brightness
• Press the Applications button.
• Select SETTINGS by pressing number 2 or center of Navigation button.
• Select 3 Brightness.
• Use the Navigation button left or right for desired brightness
• Press the Save soft key.
• Exit soft key.
• Cancel to exit to the previous menu without changing the setting.
• Press the Exit soft key to go to the main directory menu.

View a Call History and Place a Call from Call History
• Press the Applications button.
• Select 1 RECENTS
Use Navigation button up or down for desired phone number
Press Cal soft key to dial that selected number
Use soft key to view Missed Calls
Press the Exit soft key to return to the previous directory menu.

Clear Call History
To clear all numbers in the directory histories:
• Press the Applications button.
• Select 1 RECENTS
Press CLEAR LIST soft key to clear entire list.