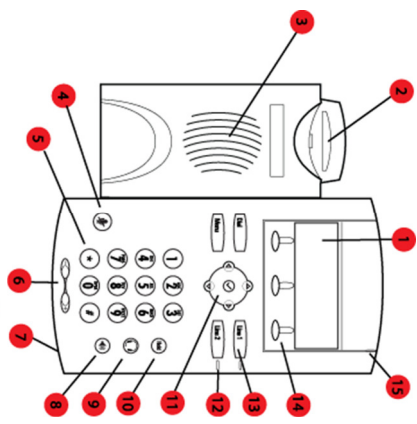


Telephone Quick Reference Card

SoundPoint ® IP 330/320

1. graphic display
2. hookswitch
3. speaker
4. microphone mute
5. dial pad
6. volume keys
7. hands-free microphone
8. speakerphone
9. headset
10. hold
11. navigation cluster



12. line indicators
13. line speed dial keys
14. soft keys
15. message indicator

Call Transfer

1: During a call, press **TRANSFER** or the **Transfer** soft key [the active call is placed on hold].

2: If a blind transfer is required, press the **Blind** soft key.

3: Call the number to which you want to transfer the call or access the number from a call list, and press the **Dial** soft key.

4: After the ring-back sound is heard, or after the party answers, press **TRANSFER** to complete the transfer.

VoiceMail

Message Waiting Indicator LED & individual line LED indicators on the phone will flash. A stutter dial tone will replace the normal dial tone to indicate that message(s) are waiting at the message center.

listen to voice messages:

1: Press **MESSAGES** to access voice messaging

2: Follow voice prompts to listen to messages.

3-Way Conference Calls

creating a three-way conference call:

1: Call the first party.

2: Press **CONFERENCE** or the **Confnc** soft key to create a new call (the active call is placed on hold).

3: Call the second party.

4: When the second party answers, press **CONFERENCE** or the **Confnc** soft key again to join all parties in the conference.

5: When a conference has been established, press the **Split** soft key to split the conference into two calls on hold.

Display Control Keys

1: speed dial

2: received calls*

3: missed calls*

4: placed calls*



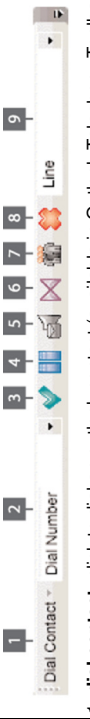
*scroll through call lists and use the Dial soft key to quickly dial any of the numbers

Hosted PBX Assistant Toolbar



- 9: **call forward busy:** click to forward all calls to a pre-configured alternate phone number if you are on a call
- 10: **do not disturb:** click to send calls directly to voice mail busy greeting
- 11: **speed dial:** show available speed dials and allow click to dial from entries
- 12: **call history:** show missed, dialed and received calls
- 13: **personal directory:** access your personal directory
- 14: **group directory:** access the group or enterprise directory
- 15: **search:** search for and click-to-dial contacts in your directories
- 16: **quickly navigate to key websites**

- 1: **log in:** this button is green if you are automatically logged in; if not, click to log in
- 2: **options:** configure your Hosted PBX account, connection settings, and dialing rules
- 3: **services:** configure call management services (forward, simultaneous ring, remote office, voice messaging, etc.)
- 4: **remote office:** click to activate your remote office location (home, hotel, etc.)
- 5: **simultaneous ring:** click click to enable devices (mobile, home, etc.) to ring at the same time as your office phone
- 6: **IPBX Express profiles:** enable pre-configured profiles - none, in office, out of office, busy and unavailable
- 7: **call forward always:** click to forward all calls to a pre-configured alternate phone number
- 8: **call forward no answer:** click to forward all calls to a pre-configured alternate phone number if your phone isn't answered after a specified number of rings



- 1: **dial contact:** click to dial an outlook contact (available in Outlook Telephony Toolbar only)
- 2: **dial other:** provides ad-hoc dialing and click-to-dial for previously dialed numbers
- 3: **answer:** click to answer a call
- 4: **hold:** click to place a call on hold
- 5: **voice mail:** dial voicemail or transfer an incoming call directly to voicemail

- 6: **transfer:** click to initiate a blind transfer between 2 calls
- 7: **conference:** click to bridge existing calls into a conference call
- 8: **end:** click to end a call
- 9: **call line:** lists active phone calls. User can switch between calls by selecting from the pull-down list.