

1. line indicators
2. line/speed dial keys
3. hookswitch
4. speaker
5. feature keys
6. hold
7. soft keys
8. volume keys
9. dial pad
10. hands-free microphone
11. speakerphone
12. headset
13. microphone mute
14. feature keys
15. navigation cluster
16. message indicator
17. graphic display

**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.



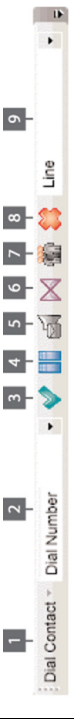
- \* scroll through call lists and use the Dial soft key to quickly dial any of the numbers

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 logged in; if not, it is grey
- 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 multiple enabled devices (mobile, home, etc.) to ring at the same time as your office phone
- 6: **Hosted PBX 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.