



Your Phone

- ① Mute bar
- ② LED bar
- ③ Softkey buttons
- ④ Navigation bar and Select button
- ⑤ Volume key

LED Bar States

The LED bar illuminates to indicate status:

- Green, solid—Active call
- Green, flashing—Incoming call
- Green, pulsing—Held call
- Red, solid—Muted call

Make a Call

Enter a number and press **Call**.

Answer a Call

Press **Answer**.

Put a Call on Hold

1. Press **Hold**.
2. To resume a call from hold, press **Resume**.

View Your Recent Calls

Press **Recents** or press the up navigation key.

View Your Favorites

Press **Favorites** or press the down navigation key to see your speed-dial numbers.


Add Another Person to a Call

1. From an active call, press **Conf**.
2. Enter a number.
3. Press **Conf**.

Transfer a Call to Another Person

1. From a call that is not on hold, press **Transfer**.
2. Enter the other person's phone number.
3. Press **Transfer** again.

Mute Your Call

1. Press **Mute** .
2. Press **Mute** again to turn mute off.


Listen to Voice Messages

Press **Messages** and follow the voice prompts.


Forward All Calls

1. Press **Forward**.
2. Dial the number that you want to forward to, or press **Messages**.
3. When you return, press **Clr fwd**

Adjust the Volume in a Call

Press **Volume**  up or down to adjust the volume when the phone is in use.

Adjust the Ringer Volume

Press **Volume**  up or down to adjust the ringer volume when the phone is not in use.

Change the Ringtone

1. Select **Settings > User Preferences > Audio Preferences**.
2. Scroll through the list of ringtones and press **Play** to hear a sample.
3. Press **Set** and **Apply** to save a selection.

Cisco and the Cisco logo are trademarks or registered trademarks of Cisco and/or its affiliates in the U.S. and other countries. To view a list of Cisco trademarks, go to this URL: www.cisco.com/go/trademarks. Third-party trademarks mentioned are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (1110R)