When lit or flashing, you have a **Voice Mail**

message waiting. Follow your standard voice mail retrieval procedures, as

provided by your System

Administrator.

The **Phone/Exit**

button displays

the **Phone** screen from any other application screen.

Use the **Page**

**Right** & **Page Left**

buttons to move from one screen to another when the "paging indicator" displays on the line above the softkey labels.

**Line/Feature** buttons provide lines for calls and application-specific (**Speed Dia**l, **Call Log**, **Web**) functionality.

**Application Softkeys** navigate to application screens or initiate actions like **Call** a number, **Save** data or **Cancel** the current activity.

Use the **Options** button to set up & update phone appearance & screen functions like:

• creating new or relabeling existing Feature buttons

• backing up/restoring user data

• changing the screen contrast, call timer display, etc.

(See the *User Guide's*

*Chapter 6* for details.)

**Dedicated Feature** buttons (**Redial**, **Speaker**, **Mute**, **Headset**, **Hold**, **Transfer**,

**Conference**, **Drop**, and **Volume Up and Down**) control call activity.

**Adding a Speed Dial Button:**

**1**. Press the **SpDial softkey**.

**2**. Press the **Add softkey**.

**3**. Enter the **Name** & press the **Line/Feature** button next to the **Number** field.

**4**. Enter the **Phone Numbe**r.

**5**. Press the **Save softkey**.

**Updating a Speed Dial Button:**

**1**. Press the **SpDial softkey** and use the **Page Left** or

**Page Right** buttons to locate the applicable **Speed Dial** button.

**2**. Press the **Edit softkey**, then press the **Line/Feature** button next to the button you want to update.

**3**. To update the **Number,** use the **Left** and/or **Right Arrow softkey** to move the cursor and the **Backspace Line/Feature** button to remove characters if needed.

**4**. To update the **Name,** press the **Line/Feature** button to the

left of the **Name** field, then use the **Right** or **Left Arrow softkey** to move the cursor. Use the **Backspace Line/Feature** button to remove characters, if needed and re-type the correct name.

**5**. Press the **Save softkey**.

**Deleting a Speed Dial Button:**

**1.** Press the **SpDial softkey** and use the **Page Left** or

**Page Right** buttons to locate the applicable **Speed Dial** button.

**2**. Press the **Delete softkey**, then press the **Line/Feature**

button next to the button you want to remove.

**3**. Press the **Delete softkey** again to confirm the deletion.

**Web Controls:**

Use these buttons to navigate web pages:

**Call Log Navigation:**

**1**. Press the **Log softkey** to display the

**Call Log** for missed (unanswered) calls.

**2**. Navigate to either the **Incoming Answered Call Log** or the **Outgoing Calls Log** by pressing the **InAns** or **Outgo softkey**, respectively.

*Note: (All logs have the same fields, characteristics and* ***softkeys****.)*

• *To review calls*, press the **Page Right**

button (to review the next 6 calls) or **Page Left** button (to review the previous 6 calls).

• *To view call detail,* press the **Line/ Feature** button next to the applicable call, then press the **Return softkey** to re-display the **Call Log** screen.

**Adding a Call Log Entry or Web Phone Number to a Speed Dial Button:**

**1**. From a **Call Log**, press the

**Line/Feature** button to the left of the

party you want to add. (From a **web page**, start at the next step.)

**2**. Select the **AddtoSD softkey**; edit the

**Making Calls:**

• Pick up the handset, activate the **Speaker**

or **Headset,** and dial your party.

To redial, press the phone's dedicated

**Redial** button.

• To speed dial, press the **SpDial softkey**, press **Page Right** or **Page Left** to

locate the party you want to call, then press the **Line/Feature** button next to that entry.

• From the **Call Log**, press the **Log softkey**. Use the **Page Right** or **Page Left** button to locate the party to be called in any of the three logs **(Missed**, **Incoming Answered** or **Outgoing)**, press the **Line/Feature** button next to the desired entry, then press the

**Call softkey**.

• From a **Web Page** phone link, simply select the link.

**Receiving Calls:** Pick up the handset, activate the headset or press the

**Speaker** button and talk.

**Logging the Phone Off:**

**1**. Press the **Options** button.

**2**. Select the **Line/Feature** button next to the

**Log Off** option.

- redisplays the Home page.

- redisplays the current page.

- moves down one text line.

- moves up one text line.

- moves down six text lines (a page).

- moves down six text lines (a page).

name/number by selecting either field and using the **Arrow softkeys** to move the cursor.

**3**. To unregister the phone from the call server and restore options settings to their default values, select the **Line/Feature** button next to **Yes**.

**Page Right** or **Page Left** - moves to the next or previous page.

























To use a link to switch pages, press the **Line/Feature** button to the left of the line with an underlined link.

**3**. Press **Save,** then **Phone/Exit** to return

to the **Phone** screen, or select another application tab as desired.

*To Log in*:

**1**. Enter your extension & press **#**

**2**. Enter your Password & press **#**

16-300296 Issue 1 April 2005