





## Cisco VoIP Phone Quick Start Guide

<b>Make &amp; Receive Calls</b>	<b>Place a Call on Hold</b>
<p><b>To place a call:</b></p> <ul style="list-style-type: none"> <li>• Lift the handset and dial the number.</li> <li>• Press the line button for your extension, then dial.</li> <li>• Press the Speaker button, then dial.</li> <li>• Press the New Call soft key, then dial.</li> </ul> <p><b>To answer a call:</b></p> <ul style="list-style-type: none"> <li>• Lift the handset.</li> <li>• To use the speakerphone, press the Answer soft key or the Speaker button.</li> </ul>	<p><b>To put a call on hold:</b></p> <ul style="list-style-type: none"> <li>• Press the Hold soft key.</li> <li>• To return to the call, press the Resume soft key.</li> <li>• If multiple calls are on hold, use the Navigation button to select the desired call before you press Resume.</li> <li>• If multiple calls on multiple lines are on hold, press the line button for the line to which you want to switch and use the Navigation button to select the desired call. Press Resume.</li> </ul>
<b>Transfer a Call</b>	<b>Conference Call</b>
<p><b>To transfer a call:</b></p> <ol style="list-style-type: none"> <li>1. During a call, press the Transfer soft key. This puts the call on hold.</li> <li>2. Dial the number to which you want to transfer the call. As soon as you hear ringing, or after the party answers, press Transfer.</li> </ol> <p>Note: If the transfer fails, press the Resume soft key to return to the original call.</p>	<p><b>To place a conference call:</b></p> <ol style="list-style-type: none"> <li>1. During a call, press the T ore soft key   and then the Confn soft key to open a new line and put the first party on hold.</li> <li>2. Place a call to another number.</li> <li>3. When the call connects, press Confn again to add the new party to the call.</li> </ol>
<b>Call Forward</b>	<b>Volume &amp; Ringer Sound</b>
<p><b>To forward all calls to another number:</b></p> <ol style="list-style-type: none"> <li>1. Press the CFwdAll soft key. You will hear two beeps.</li> <li>2. Enter the number to which you want to forward all of your calls. Enter the number exactly as you would if you were placing a call to that number. An animated phone icon flashes in the upper-right corner of your LCD screen.</li> <li>3. To cancel call forwarding, press the CFwdAll soft key.</li> </ol>	<p><b>To adjust the ringer volume:</b> Press the up or down Volume button while the handset is in its cradle.</p> <p><b>To change the ringer sound:</b></p> <ol style="list-style-type: none"> <li>1. Press the Settings button.</li> <li>2. Press 1 for User Preferences</li> <li>3. Press 1 for Ring Type.</li> <li>4. Use the Navigation button to scroll through the list of ring types and press the Play soft key to hear samples.</li> <li>5. Highlight the ring you want, then press the Select soft key.</li> <li>6. Press the OK and Save soft keys.</li> <li>7. To adjust the handset, speakerphone, or headset volume: <b>During a call</b>, press the up or down Volume button. Press the Save soft key to apply the new volume level to future calls.</li> </ol>
<b>Instant Help Button</b>	<b>IT Help Desk</b>
<ul style="list-style-type: none"> <li>• Press the ? button once, then press a button or soft key.</li> <li>• Highlight a feature in the Directories, Settings, or Services menu, then press the ? Button twice</li> </ul>	<p style="text-align: center;">For further assistance call x2922</p> <p style="text-align: center;">Online Tutorials available from the IT website www.mercer.edu/IT</p>