

# VoIP Quick Reference

## Answering and Making a Call

### Answering a Call

Answer an incoming call in one of the following ways:

If you are **not** on another call,

1. Lift the handset or,
2. Press the line button next to the incoming call or,
2. Press **Speaker** to answer using speakerphone or,
3. Press **Headset** to answer using the headset.

If you are on another call,

1. From the phone screen, scroll to the line with the incoming call and press **Answer** or **OK** or,
2. Press the line button next to the incoming call.

### Making a Call

1. Lift the handset, or press **Speaker** or **Headset** or a line button for an available line.
2. Dial the number you want to call.

### Putting a Call on Hold

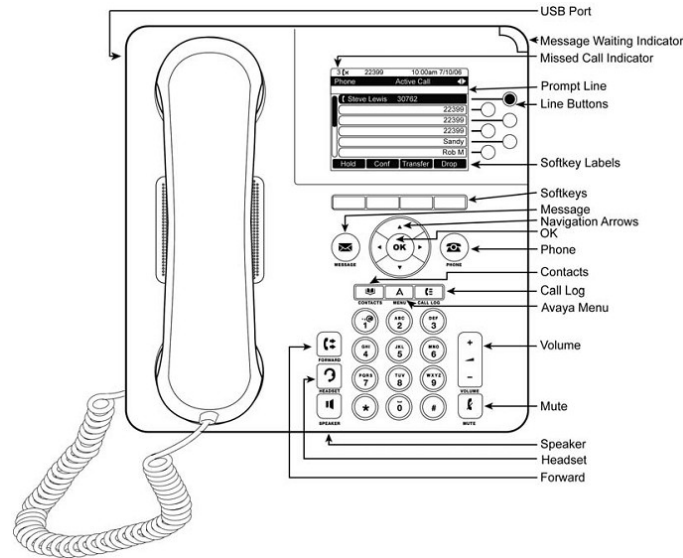
1. Press **Phone** to view the main phone screen (if necessary).
2. If you are **not** active on the line you wish to place on hold, select that line.
3. Press **Hold**.
4. Press **Resume** or the line button of the held call to retrieve the call.

### Transferring a Call

1. From the phone screen, select the line you wish to transfer.
2. Press **Transfer** or **OK**.
3. Dial the telephone number, or place the call from the Contacts List, or from the Call Log list.
4. Press **Complete** or **OK** to transfer the call.

### Conference Calls

1. From the phone screen, select your active call.
2. Press **Conf**.
3. Dial the telephone number, or place the call from the Contact's list, or call from the Call Log list.
4. When answered, press **Join** or **OK** to add the new call to the existing call.
5. Press **Add** and repeat these steps to add another call to the conference call.



### Adding a Call on Hold to a Conference Call

1. From the phone screen, select your active call.
2. Press **Conf**, or **Add** if already in a conference.
3. Select the call on hold that you wish to add to the conference.
4. Press **Resume** to remove the call off hold.
5. Press **Join** to add the call to the conference call.

### Contacts

#### Searching for a Contact

1. Press **Contacts**.
2. Using the numeric dial pad, type the name for which you want to search (2 for ABC, 3 for DEF, etc.).
3. Press **Call** to place the call or press **More** then **Edit** to edit contact information.

#### Calling a Person from the Contacts List

1. Press **Contacts**.
2. Select the person or primary number you wish to call. To call a non-primary number, select the person, press **Details**, then select the desired number.
3. Press **Call** or **OK**.

#### Adding a New Contact

1. Press **Contacts**.
2. Press **New** if this is the first contact list entry, or press **More** then **New** if entries in the contact list exist.
3. Enter the name using the numeric dial pad.
4. Select the next field with the navigation arrows.

5. Enter the telephone number. (add a 9 or 9 1 when necessary).
6. Select the next field with the navigation arrows.
7. Select the type of number entered, i.e. General, Work, Mobile or Home.
8. If you have another number to enter for this contact, scroll down and repeat Steps 5 - 7.
9. Press **Save** or **OK**.
10. To add more contacts, repeat steps 2 - 9.

### Editing a Contact

1. Press **Contacts**.
2. Search for and select (highlight) the contact you wish to edit using navigation arrows.
3. Press **Edit**.
4. Select (highlight) the information you wish to edit.
5. Use the numeric dial pad and soft keys to make the appropriate changes.

## Call Logs

### Calling a Person from the Call Log

1. Press the **Call Log** button.
2. Select (highlight) the number you wish to call using the navigation arrows.
3. Press the **Call** soft key or the **OK** button.

### Adding an Entry from the Call Log to your Contacts List

1. Press the **Call Log** button.
2. Select (highlight) the number you wish to add.
3. Press **+Contact**.
4. Edit name and telephone number, if necessary.
5. Press **Save**.

## Voice Mailbox

### Setup Voice Mailbox

1. Dial **6006** or press "MESSAGE" button.
2. Enter temporary password **874**.
3. Enter a new **6-digit** password, press #.
4. Verify your password by re-entering it, press #.
5. Record your name, press #.
6. Select **3—1—1**.
7. Record your greeting, press #.