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|-------------------------|-----------------|---------------------------|--------------------------|
| 1: line indicators | 5: feature keys | 9: dial pad | 13: microphone mute |
| 2: line/speed dial keys | 6: hold | 10: hands-free microphone | 14: feature keys |
| 3: hookswitch | 7: soft keys | 11: speakerphone | 15: display control keys |
| 4: speaker | 8: volume keys | 12: headset | 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.

Voice Mail

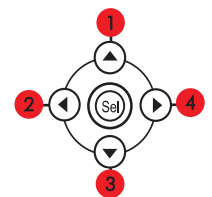
- Message Waiting Indicator LED & individual line LED indicators on the phone will flash. A stutter dial tone will replace the normal dial tone to indicate that message(s) are waiting at the message center.
- listen to voice messages:**
- 1: Press **Messages** to access voice messaging
 - 2: Follow voice 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 **Confmc** 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 **Confmc** 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.

Display Control Keys

- 1: speed dial
 - 2: received calls*
 - 3: missed calls*
 - 4: placed calls*
- * scroll through call lists and use the **Dial** soft key to quickly dial any of the numbers



For a more detailed user guide please visit: www.voicesupportcenter.com

Outlook Telephony Toolbar



- 1: **connect**: this button is red if you are not logged in; click to automatically login
- 2: **options**: pre-configured general connection settings, and where you enter login during initial set-up
- 3: **services**: configure incoming call control features (call forward options), and/or voice messaging options
- 4: **remove office**: enable a remote location (home, hotel) to act as your work phone
- 5: **simultaneous ring**: enable multiple devices to ring simultaneously until one is answered
- 6: **web express profiles**: enable pre-configured profiles - non, in office, out of office, busy and unavailable
- 7: **call forward always**: turn on/off the ability to all incoming calls to a specified phone
- 8: **call forward no answer**: turn on/off the ability to forward all incoming calls to a specified phone number if your phone isn't answered after a specified number of rings
- 9: **call forward busy**: turn on/off the ability to forward all incoming calls if you are on a call
- 10: **do not disturb**: turn on/off the ability to send calls directly to voice mail (busy greeting)
- 11: **speed dial**: dial from the speed dial directory
- 12: **call history**: view missed, dialed and received calls
- 13: **personal directory**: access your personal directory
- 14: **group directory**: access the company-wide group directory
- 15: **search**: the search drop-down list enables you to search for a previously searched user or contact directly, or to specify an ad hoc user/contact query
- 16: **conferencing**: click to view conferencing info, or to join/start a web conference

- 1: **dial connect**: click to dial an outlook contact's business, home or mobile phone
- 2: **dial other**: the drop down remembers the last 10 dialed numbers for quick selection
- 3: **answer**: a call
- 4: **hold**: place a call on hold
- 5: **voice mail**: dial voice mail
- 6: **transfer**: a call
- 7: **3-way**: call
- 8: **end**: a call
- 9: **call line**: when no calls are on the device and a call is either placed or received the call line selector will automatically select a call and provide name of party (if available)
- when at least one call is on the device and subsequent calls are placed or received the user can manually changed the call line selector in order to handle another call