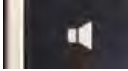




## Cordless Phone Guide

### To place a call:

- Internal Call: Dial the extension number of the location you are calling followed by the green phone icon.
- Outgoing Call: Dial telephone number plus the green phone icon.
- At any time during a call to change to speakerphone press the **speakerphone**  symbol above the green phone icon.

### Hold:

- To place caller on hold, press **Options** on the right side of the screen
- Select **Hold**. To pick caller back up -select **Resume** on the bottom left of screen.
- **To Put Another Call on Hold:** follow same procedure listed above.
- **To Pick Up One of the Calls on Hold:** Use the **Swap** option on your screen à to choose caller on hold you would like to return to.

### To Transfer a Call:

- Select **Options** then **Transfer** button at the bottom of the phone, then dial The number. Then press **Transfer** on your screen to complete.

### Conference Calls:

- **To make a conference call:** While connected to original caller, press **Options** then select **Conference**.
- Dial the number then press **Conf.** on the lower right, when the caller answers press **conf. again** to join parties.
- **You can have a maximum of 3 parties on a conference call.**

### Park Orbit:

- If a call comes in for a specific person, and that person is away from their desk (or you need to go to the other building out of cordless range) the caller can be parked to an orbit number, and then picked up from any phone.
- **To park a call:** Press **TRAN** or **Options -Transfer**, dial **700** and then Press **TRAN**.
- **To retrieve a parked call:** Dial **701**

### Microphone (Mute):

- To mute out yourself on a call or conference call press the **mute** icon on the bottom right of the phone. This will then show you are muted on the screen.
- To **unmute**, press again.

### Volume Controls:

- While on a call, or speakerphone you can adjust volume by pressing the arrows in the middle of the phone. Press **left** to **decrease volume**, and press **right** to **increase volume**.
  - Also, while the phone is idle, you can press the volume controls to adjust ring volume.
  - An additional way to adjust ring volume, tone, and button volume is to select "**OK**" then go to **Settings**, and select **Audio**.

### Caller ID:

- **To View Call History:** select **History** on the bottom left of the home screen.
- This will open a list that you can select to see *Missed, Placed, and Received calls*.
- If you wish to call any of the numbers back just arrow down to the number and press the green send button.

### Do Not Disturb:

- To change the status of your phone, select the **OK** button in the center of your phone
- Select **Call Features** icon then scroll down to select what your status will be.
- When you select Do Not Disturb, press **OK**, then arrow to or from **Disabled** to **Enabled**.