

To Access and set up your Voicemail:

1. Press Message or Press and Hold the #1 key.
2. Follow the voice prompts

To See if you have a new voice message:

Look at your phone for a) red blinking light, b) the text “You have voicemail” or c) a flashing envelope icon next to your line/extension

To listen to your new messages:

1. Press Message or Press and Hold down the #1 key
2. Enter your voicemail password
3. Follow the voice instructions

Place a call:

1. Dial the Phone #
2. Press the Green Send button

Answering a Call:

Press and release the Green Send button to connect to the incoming caller

Ending a Call:

Press the Red End button

Using the Speaker Phone

1. Press the **Speaker** button on the upper right side of the phone either before or during an active call. Note: The Speaker icon appears in the display.
2. Press the **Speaker** button a second time to toggle back to the handset

Redialing a Number

Press the Green Send button twice or choose **Options>Redial**

Put a call on Hold

1. Make sure the call that you want to place on hold is highlighted
2. Choose **Hold**

Return to a held call

1. Make sure the appropriate call is highlighted
2. Press **Resume**

Using Mute

To toggle the mute function, press the microphone button on the left side of the phone

Transferring Calls

Blind Transfer (unsupervised)

1. From an active call, choose **Options >Transfer**
2. Dial the target number.
3. Choose **Options > Transfer** again to complete the transfer or **EndCall** to cancel.

Consultative Transfer (supervised)

1. From an active call, choose **Options >Transfer**
2. Dial the target number.
3. Wait for the transfer recipient to answer your call
4. Choose **Options > Transfer** again to complete the transfer or **EndCall** to cancel.

Forwarding all calls to another extension:

1. Choose **Options > CFwdAll**.
2. Enter a target phone number.
(TO CANCEL: Choose **Options> CFwdAll**)

Parking a call

1. During a call, choose **Options > Park**
2. Note the call park number that displays on your phone screen.
3. Press the Red End Button

Retrieving a Parked Call

Enter the Call Park Number from any Cisco IP Phone (**1260 – 1270**)

To Change the Ring Tone on your phone:

1. Choose (**Settings**) > **PhoneSettings >Sound Settings**
2. Select **Ring Tone > Current Settings**.
3. Press **View** to see the current line settings.

4. Select a line. **Note:** You can make a selection by pressing the number key for the item, the button, or the **Change** soft key.
5. Scroll to a ring tone in the list and press **Play** to hear a sample of the ring.
6. Press the select button (in the middle of the navigation button) and a new icon appears next to the chosen ring.
7. Choose **Options > Save** to make the change or **Options > Cancel**

To View/Dial within your Call Logs:

1. Press the up arrow on the navigation button (Directory)
2. Choose Missed, Received or Placed Calls
3. Scroll to a call record
4. Press **Dial** or the Green Send button