TO MAKE A CALL

- Lift Handset or press the Speaker/Headset key
- Dial number (press 0 for external calls)

REDIAL LAST NUMBER

- Press the REDIAL soft key

CALL HOLD

- From an existing conversation, press 🔘
- Press 🔘 to get the caller back from hold.
- If there are multiple calls on hold, scroll to the desired line before pressing the **Resume** soft key

TO TRANSFER A CALL

- During a call, press **TRANSFER** 🔘
- Dial the number
- Press 🔘 **TRANSFER** to complete the transfer

OR

- If the person you attempt to transfer the call to is not available, press the **Cancel** soft key and the **Resume** soft key to return to the original caller

CALL FORWARD (DIVERSION)

- When your phone is idle, press the **Forward All soft key.**
- Enter the number (including 0 if it is an external number), OR press 🔘 key for sending calls directly to Voicemail
- To undivert, press **Forward All**

Features & Functions

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CONFERENCE (up to 8 Participants)

- While a call is in progress, press the **conference** key and call the next party
- Press the **conference** key to connect the parties
- Repeat the above steps to add additional parties
- If the person you attempt to bring into the conference is not available, press **Cancel** soft key and then the **Resume** soft key to return to the conference call

CALL PICK-UP GROUP

When a phone is ringing within your group:

- Lift the handset or press Speaker/Headset key;
- Press the PickUp softkey
- The call will be answered by your handset.

VIEW MISSED CALLS

- Press the **Applications** button 🔘
- Select Call History
- Select Missed Calls

VOLUME CONTROL 🔘

- With your phone idle, press the **volume** key to hear the current ring volume
- With the phone off-hook, press the volume button to change the handset or speaker volume

1. Phone screen

The phone screen has two main functions:

Video: When receiving a video call the video of the person calling will display.

Touchscreen: The display provides access to some functionality via a touch screen display.

2. Session

The Session buttons will light up when a call is in place, on hold or incoming for both the user and any other person's phone that is linked.

3. Back

When using the menu options on the phone, the back button will take you back to the previous screen or menu.

4. Release

Ends a connected call or session.

5. Navigation pad and select button

The four-way Navigation pad allows you to scroll through menus, highlight items, and move within a text input field.

The select button (centre of the navigation pad) allows you to select a highlighted item.

6. Conference

Creates a conference call.

7. Hold

Places a call on hold.

8. Transfer

Transfers a call to another party. On clicking transfer, dial the other party's number

9. Key pad

Allows you to dial phone numbers, enter letters, and choose menu items.

10. Speakerphone

Click speakerphone to initiate or pick-up a call hands-free by directing the audio through the phone speaker. To cancel the speakerphone, pick up the handset or press the release key to hang up.

11. Mute

Press the mute button to turn the microphone on and off. It will be lit red when the microphone is muted.

12. Headset

Click headset to initiate or pick-up a call hands-free by directing the audio through the headset. To cancel the headset, pick up the handset or press the release key to hang up.

13. Volume

One a call: Adjusts the volume for the audio coming via the handset, speaker or headset.

Not in use: Adjusts the phone's ringing volume.

14. Voicemail

Press to access your voicemails. The handset indicator light (18) will flash red when you have a voicemail waiting.

15. Soft keys

Soft keys are touch screen buttons

16. Applications

Use this to access phone preferences and call history.

17. Address book/contacts

Accesses the Flinders University staff directory where you can search for a contact by name.

18. Programmable keys

The programmable keys can be used to indicate a phone line status (ringing, on hold, active) or for programming speed dial numbers. Please see the complete training guide for details on programming these keys.

19. Handset indicator light

The handset indicator light will flash red when the phone is ringing.

If the red light is flashing when not on a call, this indicated that there is a voicemail.

20. Video camera

Allows for the caller to see your image when calling.