

Cisco / Linksys User Guide



1. Handset

Pick up to place or answer a call.

2. Message Waiting Indicator

Displays solid red when you have a new voice mail message. Flashes red during an incoming call or when the phone's firmware is being updated.

3. LCD Screen

Displays date and time, phone station name, line extensions, and softkey options.

4. Line Keys

Indicates phone line status. Typically when lit: Green: Line is idle. Red (steady): Line is active or in use. Red (blinking): Line is on hold. Orange: Line is unregistered (cannot be used). Orange (Flashing): The phone is not connected to the network.

5. Softkey Buttons

Press a softkey button to perform the action shown on the label on the LCD screen above.

6. Navigation Button

Press an arrow to scroll left, right, up, or down through items shown on the LCD screen.

7. Messages Button

Press to access voice mail (must be set up by your phone system administrator).

8. Hold Button

Press to place a call on hold.

9. Setup Button

Press to access a menu to configure features and preferences (such as your directory and speed dials), access your call history, and set up functions (such as call forwarding).

10. Mute Button

Press to mute or unmute the phone. When phone is muted, the button glows red. A flashing mute button indicates the network connection cannot be found.

11. Headset Button

Push to turn the headset on or off. When the headset is on, the button glows green.

12. Volume Button

Press + to increase the volume and - to lower the volume of the handset, headset, speaker (when the handset is off the phone), or ringer volume (when the handset is on the phone).

13. Speaker Button

Push to turn the speaker on or off. When the speaker is on, the button glows green.

14. Keypad

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

Using Your IP Phone

Placing or Answering Calls:

To place or answer a call, pick up the handset, press the Speaker or Headset button, or press a line button. Enter the number to be called and press the dial softkey.

Putting a Call on Hold:

To put a call on hold, press the Hold button. The caller hears a series of three rapid beeps or music while on hold.

To resume the call, press the flashing red line button for the call or the Resume softkey.

Ending a Call:

If you are using the handset, then hang up or press the End Call softkey. If you are using the speakerphone, then press the Speaker button. If you are using the headset, then press the Headset button.

Transferring a Call:

Press the Xfer softkey. This places the current call on hold and you will hear a dial tone. Dial the number of the person you want to transfer the call to. To transfer the call before the other person answers, press the Xfer softkey.

Alternatively, wait until the person has answered before completing the transfer by pressing the Xfer softkey.

Three Way Conferencing:

When in a regular call, press the Confsoftkey. You will hear dial tone. Dial the person you want to join your call. Once this person has answered press the Conf softkey again to set up the three way call.

When on two existing calls with one call on hold, press the circular arrow button to the right once and press the ConfLx softkey, and the two existing calls will be conferenced.