



Cisco IP Phone Use

Transferring a Call:

- Press Trnsfer
- Dial the number
- After hearing the ring press Trnsfer
- Hang up

Forwarding Incoming Calls:

- Press CfwdAll
- Dial the number to forward to
- To cancel: Press CfwdAll

Put a Call on Hold:

- Press Hold
- To return press Resume or the Line button

Conference Calls:

- Press More
- Then press Confrn
- Dial the next number and once connected press Confrn
- Press RmLstCl to drop the last caller- be sure to remove all callers in your conference

Call Pickup:

- Press Speaker
- Press More
- Press PickUp
- Your phone will ring for you to pickup

Change Ring Sound:

- Press Settings
- Scroll to select Ring Type
- Press Select
- Scroll to select one and press Play
- Press Select and OK the press Save

Voice Mail Shortcuts:

While listening to the Main menu press:

- 41 Change greeting
- 412 Toggle alternate greeting
- 431 Change password
- 432 Change recorded name

While listening to a message, press:

- # Skip to next message
- #3 Skip and delete message
- #4 Skip and reply to message
- #42 Skip and reply to all
- #5 Skip and forward message
- #6 Skip and save as new
- #9 Skip and play properties
- ## Skip and save as is