



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 |