

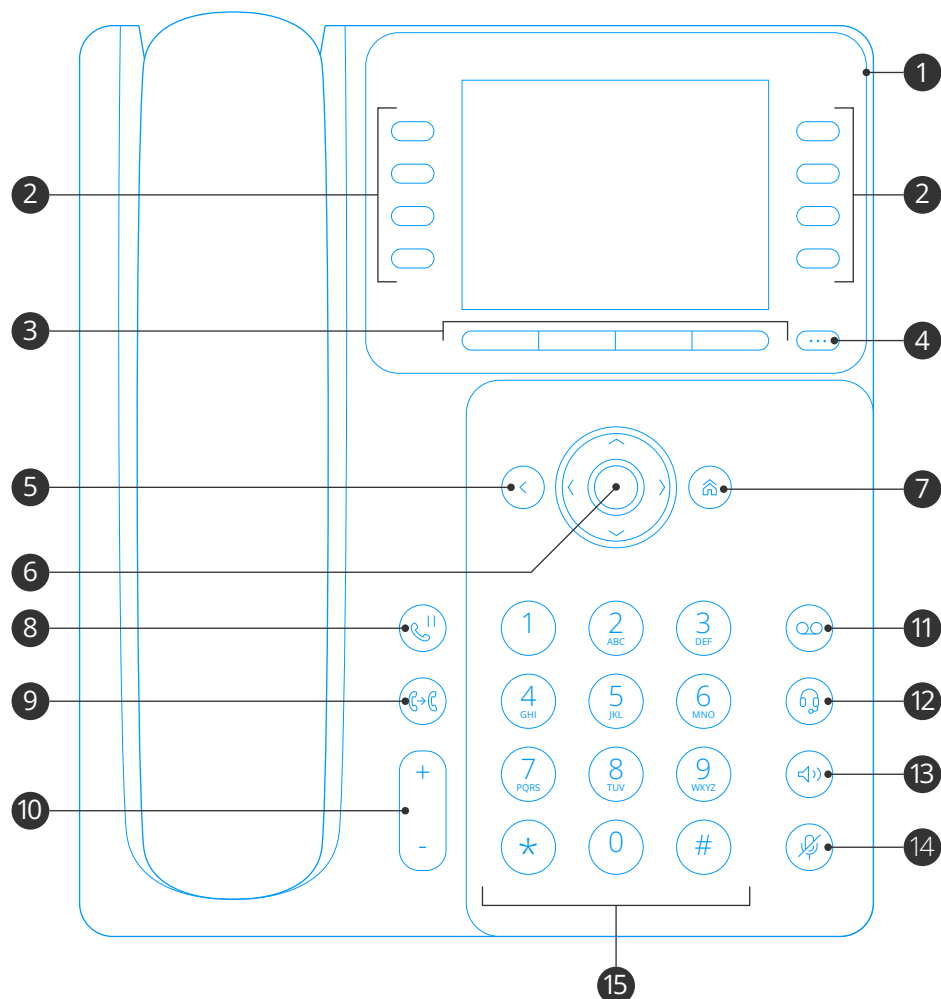
Standard Model

Quick Start Guide



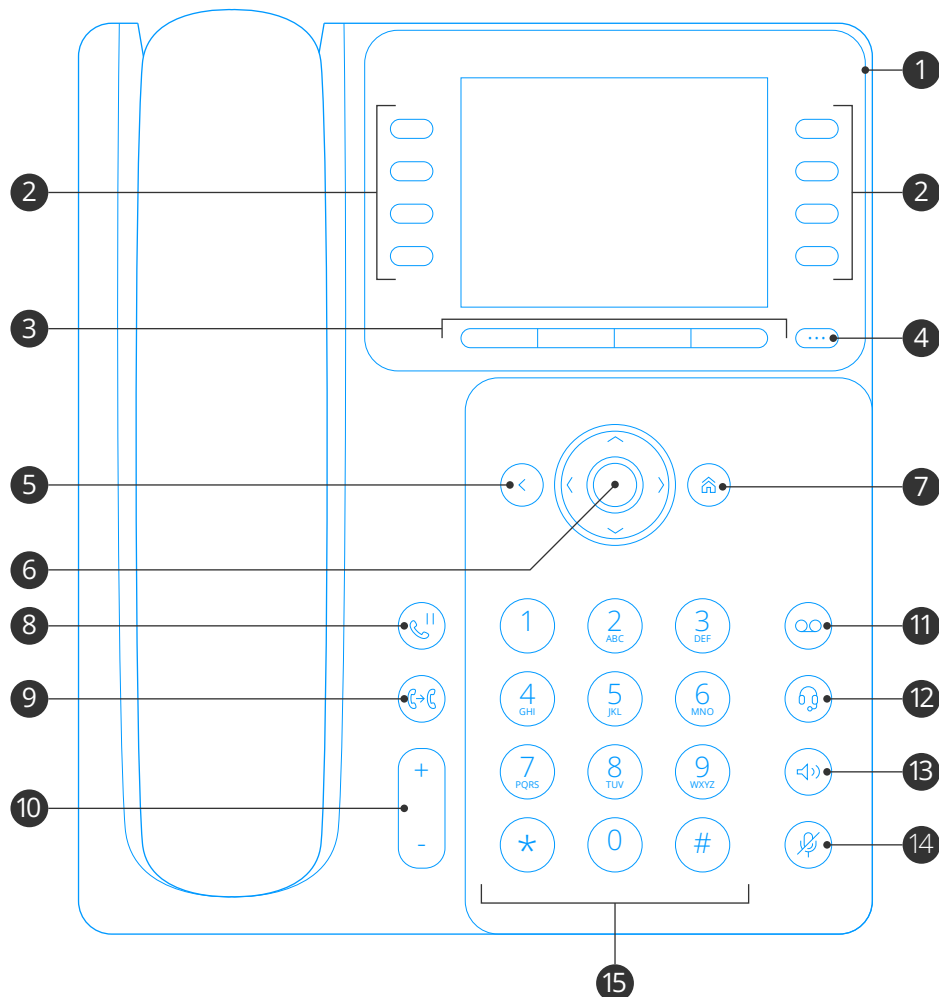
This guide covers the key features and functions of the Standard Model business phone.

1. Hardware Features

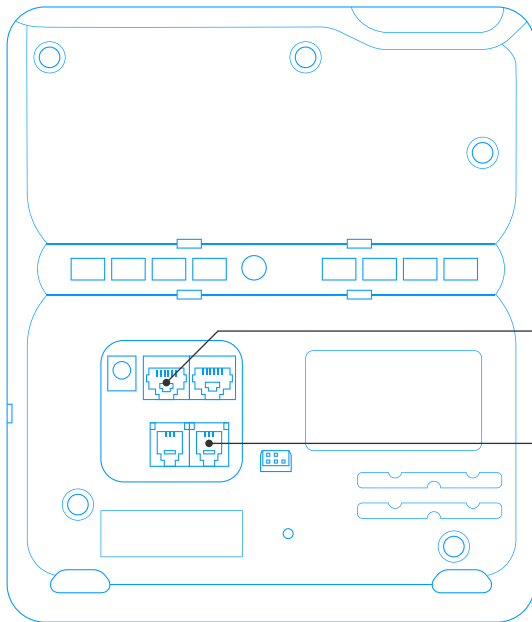


Number	Feature	Description
1	LED Bar	Provides call and phone status information.
2	Line keys	Select a phone line, view calls on a line, or quickly call a favorite contact.
3	Softkeys	Select context-sensitive keys that display along the bottom of the screen.
4	Pagination key	View additional line screens.
5	Back key	Return to the previous screen.
6	Navigation keys / Select key	Scroll through information or options displayed on the phone's screen or select a field of displayed data.

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|----|----------------------|--|
| 7 | Home key | Display the Home screen from other screens or display the Lines and Calls screen from the Home screen. |
| 8 | Hold key | Hold an active call or resume a held call. |
| 9 | Forward/Transfer key | Forward or transfer an active call to a selected contact. |
| 10 | Volume keys | Adjust the volume of the handset, headset, speaker, and ringer. |
| 11 | Messages key | Access and manage instant and voice messages. |
| 12 | Headset key | Place and receive calls through a headset. |
| 13 | Speakerphone key | Provides ringer and speakerphone audio output |
| 14 | Mute key | Mute or unmute the microphone during an active call. |
| 15 | Dialpad | Enter numbers, letters, and special characters. Use the dialpad keys to select menu items that have index numbers. |












2. Connect Your Phone







Connect the phone to a PoE-supported Ethernet port.

Connect the handset to the phone.



3. Icons & Status Indicators

				
Registered line	Unregistered line	Placing a call	Active call	Received call
				
Missed call	Incoming call	Presence status (Available)	Presence status (Offline)	

4. Start a Call

- Pick up the handset, enter the phone number, and press **SEND**
- Press  or  enter the phone number, and press **SEND**
- Enter the phone number, press **DIAL**, and pick up the handset
- Enter the phone number and press the  or 
- Press the line key, enter the phone number, and select **SEND**
- Select **NEW CALL**, enter the phone number, and press **SEND**

5. Access Your Voicemail

- Press  or go to **HOME MENU**  and press **MESSAGES**
- Select **MESSAGE CENTER**
- If your phone has multiple lines, choose the line with the new message
- From the **MESSAGES** screen, select **CONNECT** and follow the prompts to access your messages

6. See Recent Calls



Press the **MORE** softkey and press **RECENT CALLS** or go to **HOME MENU**  and press **RECENT CALLS** to view the call list

7. Speed Dial



Speed Dials can only be added to the phone by an Admin or through the Call Manager

8. Hold and Return to a Call

You can have multiple calls on hold and resume a call at anytime.

- **To Hold a Call:** Press the **HOLD** softkey or press 
- **To Resume a Call:** Highlight the call and press the **RESUME** softkey or press 

9. Transfer a Call

- Dial a number or choose a contact and press **SEND** or press 
- Advise the person you dialed of the call
- To complete the transfer press the **TRANSFER** softkey or press 
- To cancel the transfer press the **CANCEL** softkey to resume the call

10. End Call

You can only end active calls. To end a held call, you must resume the call first.

- **To End an Active Call:** Replace the handset in the cradle, press the speakerphone or headset key, or press the **END CALL** softkey
- **To End a Held Call:** Highlight the held call and press **RESUME**

