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QUICK REFERENCE

Confirm a ringtone selection.
Call Initiate a call.

Callback Receive notification when a busy extension becomes available.

Cancel Cancel an action or exit a screen without applying changes.

Clear Clear all values.

Delete Delete an entry from Call History.

Del Call Delete a call from Call History.

Details Opens the Details for a multiparty
call in the Missed, Placed, and
Received Call records.

Dial Dial a selected number.

Divert Send or redirect a call to voicemail or
to a predetermined phone number.

Edit Modify a name or email address.

EditDial Modify a number.

Exit Return to the previous screen.
Fwd
All/Fwd
OFF

Setup/cancel call forwarding.

GPickup Answer a call that is ringing in
another group or on another line.

Log Out Sign out of Personal Directory.
Meet Me Host a Meet Me conference call.

Missed Open the record of missed calls.

More Display additional softkeys.

Common Phone Tasks

Place a call Go off-hook before or after
dialing a number.

Redial a number Press Redial.

Switch to handset
during a call

Pick up the handset.

Switch to speaker or
headset during a call

Press or , then
hang up the handset.

Mute and un-mute a
call

Press .

View call history Press > Call
History.

Hold and resume a call Press , to hold a call
and press it again to resume
the held call.

Transfer a call to new
number

Press , enter the
number, then press it again.

Place an intercom
call

Press the Intercom button,
then enter a number if
necessary. Speak after you
hear the tone.

Start a standard
conference call

Press , dial the
participant, then press it
again.

Silence the ring for an
incoming call

Press the Volume button o.6 t56ab-1 091 TT72D .i6T404fn1 TT72D .i