Transfer a Call
- During a call, press the Transfer button. The call is placed on hold.
- Dial the number to which you want to transfer the call.
- Wait for the call to be answered. Announce the call to the transfer recipient. Press the Transfer button then hang up the handset.
- If the transfer fails, press the Resume soft key to return to the original call.

Cancel Transfer
- To cancel your transfer call-transfer attempt:
  - Press the EndCall soft key.
- To reconnect to the original caller:
  - Press the Resume soft key.

Call Forward All
To forward all incoming calls to another number or to Voice mail:
- Press the FwdALL soft key. You hear a confirmation beep.
- Dial the number to which you want to forward all your calls. Dial the number exactly as if you were placing a call to that number. Remember to include locally required prefix numbers. The phone display is updated to show that calls will be forwarded.
- Enter 6-9999 to forward to Voice Mail.

To Cancel Call Forwarding
- Press the FwdALL soft key.

Conference Call
To create a three-party conference call:
- Dial the first party
- Press the more soft key and then the Conf soft key to open a new line and put the first party on hold.
- Dial the second party. When the call connects, press Conf again to add the new party to the call.
- To add third party to the conference: Press the Conf soft key. Current two callers will be placed on hold.

Press the Line button of the call you want to add to the conference.
- Press the Conf soft key on the Cisco Unified IP phone. All parties will connect to conference.

End Conference Call
- Hang up the handset, or press the EndCall soft key.

Call Pick Up
If your phone supports auto pick up, you are now connected to the call.
Press the Pickup soft key or press Answer soft key to connect the call.

Adjust the Volume for the Current Call
- During a call, press the (+) Up or (-) Down Volume button.

Adjust the Ring Volume
- Press the Up or Down Volume button while the handset is in its cradle and the phone is idle.

Select the Ring Type
- Press APPLICATIONS button
- Scroll down using NAVIGATION button up or down
- Press the PREFERENCES button.
- Scroll down using NAVIGATION button up or down
- Press 1RINGTONES
- Use the Navigation button to scroll through the list of ring types. Press the Play soft key to hear samples.
- Highlight the ring you want, and then press the Set soft key.

Manage Call Waiting
- To redirect an incoming (ringing) call while on another call, use the Navigation pad to highlight the incoming call, then press Divert. Otherwise, press Divert to redirect the current, active call.
- To redirect an incoming call while not on a call, press Divert.
- To redirect a held call, first resume the call and then press Divert.

Clear Call History
- Press the Applications button.
- Select 1CALLHISTORY, Press either middle of Navigation button or the 1 button on keypad
- Press the Exit soft key to return to the previous directory menu.

Adjust the Display Contrast
- Press APPLICATIONS button
- Scroll down using NAVIGATION button up or down
- Highlight option 2 Preferences.
- Highlight CONTRAST2
- Use the NAVIGATION button up or down to change the contrast.
- Press Save soft key.
- Exit soft key.
- Cancel to exit to the previous menu without changing the setting.
- Press the Exit soft key to go to the main directory menu.

Redial a Number
- Press Redial
- To place a call on a specific phone line, select the line to obtain dial tone and press Redial

Hold a Call
To place a call on hold while on the call:
- Press the Hold button
To retrieve a held call:
- Press the Resume soft key.

To redirect a held call, first resume the call and then press Divert.

Place a Call
Use one of the following methods to place a call:
- Lift the handset and dial the number.
- Dial the number, and then lift the handset.
- Dial the number, and then press the CALL soft key.
- Local off campus, dial 8 then 7 digit number.
- Long distance, dial 8 + 1 + area code + 7 digit number.
- International, dial 8 + 011 + country code + city code + number.

Note: Use the backspace soft key to erase digits that you enter incorrectly.

To redirect a held call, first resume the call and then press Divert.

To redirect a held call, first resume the call and then press Divert.

To redirect an incoming call while on another call, use the Navigation pad to highlight the incoming call, then press Divert. Otherwise, press Divert to redirect the current, active call.

To redirect an incoming call while not on a call, press Divert.

To redirect a held call, first resume the call and then press Divert.

To redirect an incoming call while not on a call, press Divert.

To redirect a held call, first resume the call and then press Divert.

To redirect an incoming call while not on a call, press Divert.

To redirect a held call, first resume the call and then press Divert.