



## Buttons and Features

- 1 **Handset and Handset light strip** - Indicates whether you have an incoming call (flashing) or a new voice message.
- 2 **Phone Screen** - Shows information about phone, directory number, active call and line status, speed dials, placed calls, and menu listings.
- 3 **Programmable feature buttons** - Use to view calls on a line, or access speed dial.
- 4 **Softkey buttons** - Used to enable softkey options, displayed on phone, (answer calls, forward calls).
- 5 **Navigation cluster** - Navigation cluster, and select button allows you to scroll menus, highlight items, or select highlighted items.
- 6 **Release button** - Ends a connected call or session.
- 7 **Hold/Resume button** - Places an active call on hold and resumes held call.
- 8 **Conference button** - Creates conference call.
- 9 **Transfer button** - Transfers a call.
- 10 **Speakerphone button** - Toggles the speakerphone on or off. The button is lit when speakerphone is on.
- 11 **Mute button** - Toggles the microphone on or off. When the microphone is muted, the button is lit.
- 12 **Headset button** - Toggles headset on or off. When headset is on, button is lit.
- 13 **Keypad** - Allows you to dial phone numbers, enter letters, select menu items (by entering the item number).
- 14 **Volume button** - Adjust the handset, and speaker volume (off hook) and the ringer volume (on hook).
- 15 **Contacts button** - Opens or closes the Directories menu. Use the Contacts button to access personal and corporate directories (coming soon).
- 16 **Applications button** - Opens or closes the Applications menu. Use the Applications button to access call history, user preferences, phone settings, and phone model information.
- 17 **Messages button** - Autodials your voice messaging system.
- 18 **Back button** - Returns to the previous screen or menu.
- 19 **Handset** - Phone handset.

## Make a Call

Enter a number and pick up the handset.

### Redial Last Number

Press the **Redial** softkey to redial on your primary line.  
To redial on another line, press the line button first.

## Answer a Call

Press the **flashing amber line button**.







### Answer Multiple Lines

If you are talking on the phone when you get another call, a message appears briefly on the screen. Press the **flashing amber line button** to switch lines and press the session button to answer the second call. The first call goes on hold automatically.

## Feature Buttons

Use feature buttons to view calls on a line or access features such as Speed Dial.

Buttons illuminate to indicate status:

-  Green, steady: Active call
-  Green, flashing: Held call
-  Amber, steady: Private line in use
-  Amber, flashing: Incoming call
-  Red, steady: Remote line in use
-  Red, flashing: Remote line on hold

## Put a Call on Hold


1. Press the **Hold** softkey.
2. To resume a held call, press the **Resume** softkey.

## Voicemail

### New message indicators:

- A solid red light on your handset.
- The voicemail icon and number display on the under the extension number.


### Listen to Messages

Press **Messages**  and follow the voice prompts. To check messages for a specific line, press the line button first.

## Retrieving Voicemail from Off Campus

1. Dial 410-704-6200 from any location.
2. Enter your ID (your extension beginning with 4).
3. Enter your pin followed by #.


## Transfer a Call to Another Person

1. From an active call, press **Transfer** .
2. Enter the other person's phone number.
3. Press **Transfer** again.

## Conference

1. Start with an active call, not on hold.
2. Press the **Conference** button and enter the phone number for the party to be added.
3. Press the **Conference** softkey to tie parties together.
4. Repeat these steps to add more participants.


### Join Calls

1. From a connected call that is not on hold, press **Conference** .
2. Press **Active calls** to select a held call.
3. Press **Conference** again.

### View and Remove Participants

1. During a conference, press **Show Details** softkey.
2. Press the **More** (three dots) softkey.
3. To remove a participant from the conference, scroll to the participant and press **Remove**.

## Pair a Headset (Bluetooth)


1. Put your device in discoverable mode.
2. On your IP Phone, press **Applications** .
3. Select **Bluetooth > Add Bluetooth**.
4. Select your device from the available devices list.
5. Press the **Pair** softkey.
6. Press the **Exit** softkey twice.

## Make a Call with a Headset


1. Plug in a headset or connect via Bluetooth.
2. Enter a number using the keypad.

3. Press **Headset** .

## Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press **Speakerphone** .

## Mute Your Audio

1. Press **Mute** .
2. Press **Mute** again to turn mute off.

## Forward All Calls


1. Select a line and press the **Forward all** softkey.
2. Dial the number that you want to forward to, or press the **Voicemail** button.
3. To receive calls again, press **Forward off** softkey.

## Ignore

Press the **Ignore** softkey when the call is ringing, active, or on hold. Ignore redirects an individual call to voicemail.

## Settings


### Adjust the Volume in a Call

Press **Volume**  left or right to adjust the handset, headset, or speakerphone volume when the phone is in use.


### Adjust the Ringtone Volume

Press **Volume**  left or right to adjust the ringer volume when the phone is not in use.


### Change the Ringtone

1. Press **Applications** .
2. Select **Settings > Ringtone**.
3. Select a line.
4. Scroll through the list of ringtones and press **Play** to hear a sample.
5. Press **Set** and **Apply** to save a selection.


### Adjust the Screen Brightness

1. Press **Applications** .
2. Select **Settings > Brightness**.
3. Press the **Navigation** cluster left to decrease, or right to increase, the brightness.
4. Press **Save**.

## Change the Font Size


1. Press **Applications** .
2. Select **Settings > Font Size**.
3. Select a font size.
4. Press **Save**.

## Directories

1. Press **Contacts** .
2. Select **TU Phonebook** and then **TU Phonebook** again.
3. Use your keypad to input search criteria.
4. Press **Submit**.
5. To dial, scroll to a listing and press the **Dial** softkey.

## Call History

### View Call History

1. Press **Applications** .
2. Select **Recents**.
3. Select a line to view. Your phone displays the last 150 missed, placed, and received calls.
4. To view details for a call, scroll to the call, press the **More** softkey (three dots) and then press **Details**.

Alternately: In the **Navigation** cluster press the down button. Recent calls will be in view.

### View Missed Calls

1. View your call history.
2. Press the **Missed** softkey.

### Dial Call History

1. View your call history, or navigate to your missed or placed calls.
2. Scroll to a listing and lift the handset, or press **Select**.
3. To edit a number before dialing, press **More > EditDial**.