## **BLF / Function keys**

Function keys must be set up in Collaboration Settings -> Function keys or by the PBX administrator.

This phone supports up to 16 Function keys distributed over 2 pages. Use Navigation keys to move between pages.

#### Make a call

Enter the number and press Send Soft key.

To switch between speaker mode and handset mode during a call: press **Speaker** key. To switch between speaker mode and headset mode during a call: press **Headset** key.

<u>Dial a user for whom you have assigned a Colleague Function key:</u> press the corresponding **Function key**.

<u>Call from call history:</u> press **History** Soft key from idle and select the number using **Navigation keys**, then press **Dial** Soft key. <u>Call</u> from Phonebooks

- 1. Press Phonebook key.
- 2. Press Filter Soft key and select the phonebook
- Press Search Soft key to search this phonebook and enter the name or phone number
- 4. Press Enter Soft key and select the contact using Navigation keys
- 5. Press **Dial** Soft key

Phonebooks must be set up by user via Collaboration or by the PBX administrator.

# Mute the microphone during a call

Press Mute key to mute / unmute the microphone.

#### Hold / Second call

Press Hold Soft key during a call to put a call on hold.

Press **New** Soft key to make a second call, then enter the number manually or press **Select** Soft key to search for the contact in call history / in phonebooks.

#### Call Park

- 1. Press the Navigation Key Right Arrow
- 2. Press the "Park X" button (i.e. Park 1, Park 2, etc.)
- 3. Hang up

# Call Park Pick Up

Press the "Park X" button (i.e. Park 1, Park 2, etc.) that contains the caller you wish to retrieve.

#### Call transfer

<u>Blind transfer</u> (the desired party/extension is not notified of the impending transfer)

- 1. Press **Transfer key** during a call (the call is put on hold)
- 2. Dial the desired party/extension
- 3. Press Transfer key & Hang up

Blind transfer via Colleague BLF / Function key: make sure Direct transfer option is enabled for this Function key in Collaboration:



- 1. Press the corresponding Function key during a call
- 2. Hang up

Attended transfer (the desired party/extension is notified)

- 1. Press **Transfer key** during a call (the call is put on hold)
- 2. Dial the desired party/extension
- 3. Notify the third party of the impending transfer
- 4. Hang up to transfer the call

Attended transfer via *Colleague BLF / Function key*: make sure *Direct transfer* option is disabled for this Function key in Collaboration:



- Press the corresponding Function key during a call (the current call is put on hold)
- 2. Notify the third party of the impending transfer
- 3. Press Transfer & Hang up

#### Conference

- 1. Place your first call.
- Once the party has answered the call, Press New to make a second call to the contact you would like to invite to the conference call
- 3. When the third party answers, press **Conference** Soft key.

#### **Access Voicemail**

- 1. Press Voicemail kev
- 2. If requested, enter the first five characters of your password
- Select the message and press Play Soft key to listen to it; press Info Soft Key for more information or to delete the message.

### **Call Features**

Press **Features** Soft key from idle to set the following call features for each call type (Internal, External, Blacklist, Whitelist), based on user status (Available, DND, Away): Call reject, Call forwarding, Call Waiting, Mobility, Ring Tone.

Features can be also set up in Collaboration Settings -> Features.

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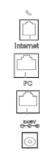
## Voicemail Setup

- Dial \*81 from the keypad
- Press 0 for mailbox options
  - o Unavailable Message select option 1
  - Busy Message select option 2
  - O User Name select option 3

## Connection

The ports are situated on the rear panel of the phone

- Connect the handset to the port using the handset cord
- Connect the phone to the network PoE switch using RJ-45 cable
- (Optional) Connect the port to the PC using RJ-45
- (Optional, this is a PoE device) Connect the phone to the power supply (power adapter can be purchased separately)
- (Optional) Connect the headset to the port (headsets can be purchased separately)
- (Optional) Connect the EHS headset adapter (adapter can be purchased separately, code: WPEHS)









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# **Keypad instruction**

