Indicator
- Voicemail - Solid
- Incoming Call - Flashing

IPV54

105	13 58 Thu 11, Nov
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Park	Alex
Pickup 1	Steve
Pickup 2	Laura
Night VM	1 2 3

Call Log   Directory   DND   Menu

BLF Line / Feature Keys

Scan QR to access our Support Portal

Feature Softkeys

Keypad

Navigation keys

Clear / Home

Volume

Headset | Mute

Voicemail | Hold

Redial |Transfer

Speakerphone

HD

Make a Call

1. Pick up the handset.
2. Enter a number, and then press the **Call** soft key.

Make a Call with a Headset

1. Plug in headset and make sure the icon displays on the screen.
2. Press **Headset** button.
3. Enter a number using the keypad and then press the **Call** soft key or the Headset button

Make a Call with the Speakerphone

1. Press **Speakerphone**
2. Enter a number, and then press the **Call** soft key.

Answer a Call

Pick up the handset or if you are using the **speakerphone**, press button or **Call** soft key.

Put a Call on Hold

Press or the **Hold** soft key during an active call. To resume a held call, press button or the **Resume** soft key.

View Your Recent Calls

1. Press the **Call log** soft key when the phone is idle, press or button to or scroll through the list.
2. Select an entry from the list, and use the **Call** soft key to place the call.
• Press the **Delete** soft key to delete the entry from the list.

Transfer a Call to Another Person

1. From a call that is not on hold, press button or the **Transfer** soft key.
2. Enter the other person's phone number or press users **BLF** soft key if you that feature enabled.

Add Another Person to a Call

1. From a connected call that is not on hold, press the **Conference** soft key.
2. Enter the number of the second party, and then press the **Call** soft key.
3. Press the **Conference** soft key again when the second party answers. All parties are now joined in the conference.

Mute Your Audio

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

Listen to Your Voice Messages

The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The power indicator LED slow flashes red.

To listen to voice mail messages:
1. Press or dail ***123**
2. Follow the voice prompts to listen to your voice messages and enter your pin.

Call Forwarding

Press to **enable predefined** call forward
Press to **disable** call forward

Adjust the Volume in a Call

Press **Volume** left or right to adjust the handset, headset, or speakerphone volume, during a call.

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 the Menu soft key when the phone is idle, and then select **Basic > Sound > Ring Tones**.
2. Press or to select. the desired ring tone.
3. Press the Save soft key to accept the change.

Call Pickup

Lift Handset and press **Call Pickup softkey**, or dial ***88**.

Do Not Disturb mode

To enable **DO NOT DISTURB** press the **DND soft** key.

External Directory

1. Press the **Directory** soft key
2. Use and buttons to scroll through the list
3. Select an entry fom the list and use the **Call** soft key to place the call.