Clear Missed Calls List

1. Press Menu.
2. Select Features.
3. Scroll to Call Lists.
4. Press √ to select.
5. Scroll to Clear... and select.
6. Scroll to Missed Calls or Received Calls, and select.
7. Confirm Delete.

Display changes based on what you are doing.

It's NOT a touch screen, so push the soft key under the word to select.

Message Light

These buttons can be programmed to be other lines you answer, or speed dial.

It's NOT a touch screen, so push the soft key under the word to select.

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Set Your Ring Tone

1. Press the Menu button.
2. Scroll to Settings. Press to select.
   - If you have multi-line, Press Line 1 or Line 2.
4. Scroll to Ring Type. Press to select.
5. Scroll through Ring Types. To play, press Play.
6. When you find the one you want as your default ring, press Select.
7. Press the Menu button to exit.

To pick up someone else’s phone
Dial *88 plus their 4 digit number.

To Forward Your Phone
If your phone is set to hunt for another line, press Do Not Disturb. Your calls will go directly to the next number.
If you don’t have hunting, use the Web User Panel.

Disable Call Forwarding
Press Do Not Disturb again, or use the Web User Panel.

Put Calls on Hold
Press the Hold button.

Resume Held Call
Press Resume soft key or press Hold again.

Multiple Calls on Hold
You can receive multiple calls on the same phone number.
While on the 1st call, if a 2nd call comes in, you will hear a Call Waiting tone.
Put the 1st call on hold to answer the next call.

Resuming a Held Call from List
Press or to select the call you want, and press Resume soft key.
Transfer a Call

1. Press **Trans** soft key. This places the caller on hold.

2. Enter other number (the one you want to transfer the call to).

   **If you don’t need to talk to the other person,**
   - Press **Trans** again or hang up.

   **If you want to talk to the other person,**
   - Stay on the line and talk to them (your caller is on Hold and will only hear music).
   - Then press Trans when you are ready to transfer the call.

   **If they don’t want the transferred call**
   - Press **Cancel** or **Resume**.
   - You now have the call back.

**If you mis-dial**

You can cancel the transfer by pressing **Cancel**, and start again

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To put the caller into their voicemail:

Dial the transfer # and let it ring to voice mail. OR

Put them on hold and using the HUD software, drag the call to the voice mail icon for that person.

I can drag from anywhere in my name to Dan’s voice mail icon to put the caller into Dan’s voice mail.
Enter contacts in Directory

1. Press Menu.
2. Press ☐ to select Features.
3. Press ☐ to select Contact Directory.
5. Press Add soft key.
6. Enter first name. Press ☐ to go to next field.
7. Enter last name. Press ☐
8. Enter phone number.
9. Speed Dial number is assigned.
10. Press Save.

Set a Distinctive Ring for a Contact

1. Press the Dir soft key.
2. Scroll through list to find the contact.
3. Press ☐ to select it.
4. Press Edit soft key.
5. Press down arrow until the Ring Type field is displayed.
6. Press ☐ to edit the Ring Type.
7. Enter the number for the Ring Type.
   You can see the ring types by doing the process at the left on how to Set Your Ring Tone.
   To remove the existing value, first press LEFT ARROW.
8. Press OK to accept or Cancel to cancel selection.
9. Press LEFT ARROW repeatedly to get back to home screen.

Permanently Select Headset

1. Press Menu.
2. Scroll to Settings and press ☐.
3. Press ☐ to select Basic.
4. Press ☐ to select Preferences.
5. Press ☐ to select Headset Memory.
7. Press Menu to return.
8. Press ☐ twice to activate Headset Memory.

To turn off Headset Memory Mode:
Repeat above, and select Disabled at step 6.

Teleconferences (Conference Calls)

You can call two other people from your phone.
For more participants, set up a teleconference by emailing helpdesk@scoe.org.
We have one toll-free number that we can schedule for you. We will provide the phone number and PIN for your event.