

**Phone Buttons:**

1. Back/Return
2. Navigation
3. Release/End Call
4. Voicemail
5. Applications/Settings
6. Contacts/Directory
7. Volume
8. Hold
9. Transfer
10. Conference
11. Headset
12. Speakerphone
13. Mute
14. Incoming Call/Voicemail Indicator
15. Softkeys
16. Feature Buttons
17. Session Buttons

**Feature & Session Buttons Status’:**



**Listen to Voice Messages:**

*Requires a pin to have been previously setup through my.ciscospark.com*

1. Press **MESSAGES** 
2. Follow voice prompts

**Transfer a Call to Another Person:**

1. From a call that is not on hold, Press **TRANSFER** 
2. Enter the other person’s phone number
3. Press **TRANSFER** again

**Transfer a Call to a Person’s Voicemail:**

1. From a call that is not on hold, Press **TRANSFER** 
2. Then \*
3. Then person’s extension
4. Hang up

**Put a Call on Hold:**

1. Press **HOLD** 
2. To resume a held call, press **HOLD** again

**Conference/Add Another Person to a Call:**

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

**Forward All Calls:**

1. Select a line and press **FORWARD ALL** from the softkeys
2. Dial the number that you want to forward to, or press **Voicemail** key for all calls to go to voicemail
3. To receive calls again, press **Forward Off** from the softkeys

**Mute Calls:**

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

**Speakerphone Calls:**

1. Enter the phone number calling using the keypad
2. Press **SPEAKERPHONE**  or **CALL** from the softkeys

**View Recent Calls:**

1. Press **APPLICATIONS** 
2. Select **RECENTS**
3. Select a line to view

**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 Screen Brightness:**

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

**Change Screen Font Size:**

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