Dartmouth Cisco Phone User Guide

**Basic Call Features**

Placing a Call

* Lift the handset and dial the number, or
* Press the speaker button and dial the number, or
* Press the new call soft key and dial the number

Place a Call on Hold

* While on a call, press the Hold soft key
* To return to the call, press the Resume soft key
* If multiple calls on the same line are on hold, use the scroll keys to select the desired call before you press Resume

Redial the Most Recently Dialed Number

* Lift the handset and press the Redial soft key, or
* Press the Redial soft key to activate the speakerphone

**Call Transfer**

Transfer a Call

* During a call, press the Trnsfer soft key
* Dial the number that you intend to transfer to
* When you hear ringing, press Trnsfer again, or wait till the party answers, announce the call and press Trnsfer
* If the party refuses the call, end call and press the Resume soft key to return to the original call

**Call Forward**

To Forward All Calls

* Press the CfwdAll soft key. You will hear two beeps
* Enter the number to which you want to forward all your calls. To cancel call forward
* Press the CfwdAll soft key. You will hear two beeps. Call forward is cancelled

**Call Park**

Parking a Call

* During a call, press the More soft key
* Press the Park soft key. This will display the number where the call is parked.
* From any phone dial the park number to resume the call

**Conference Calls**

Placing a Conference Call

* During a call, press the More soft key
* Press the ConFrn soft key. This will place your call on hold and give you dial tone to make the next call
* Place a call to another person
* When the call connects, press ConFrn again to add this person to the conference call
* Repeat above steps to add up to 6 parties to the conference

**Ringing Type**

Change the Ringing Type

* Press the Settings button
* Press the number 2 key
* Use the scroll key to select your desired ring type
* Press the Play soft key to hear a sample of the selected ring type
* Press Select then OK to save your selection
* Press the Save soft key to save your choice and exit the settings menu