

Basic Features

Placing a Call

Step 1 Press the **Phone** button.

Step 2 Dial the number.

Answering a Call

- Press the **Phone** button or the **Answer** softkey.
The active call appears in the active call list in the LCD screen.

Ending a Call

- Press the **Phone** button or the **End Call** softkey.

Placing a Call on Hold

Step 1 While on a call, press the **Hold** softkey.

The held call appears in the active call list in the LCD screen.

To place another call, press the **New Call** softkey and then dial the number.

Step 2 To return to the call-on-hold, press the **Resume** softkey.

Step 3 If multiple calls on are on hold, press the **Up** or **Down** scroll button to select a call in the active call list and then press the **Resume** softkey.

Redialing a Call

- Press the **Redial** button to dial the last number called.

Muting a Call

Step 1 While on a call, press the **Mute** button.

The LEDs blink red, and a Mute **icon appears in the LCD screen display.**

Step 2 **To turn off Mute, press the Mute** button again.



Tip You can also mute a call by pressing the **Mute** button on one of the external microphones, if installed.

Conference Calls

Placing a Conference call

Step 1 Press the **Phone** button.

Step 2 Dial the number of the first party that you want to add to the conference call.

Step 3 After the party answers, press the **Confrn** softkey to obtain a new line.

The other party is automatically placed on hold.

Step 4 Dial the number of the next party that you want to add to the conference call.

Step 5 When the party answers, press the **Confrn** softkey again to add the party to the conference call.

Repeat Steps 3 through 5 to keep adding parties to a conference call.



Tip You can also add parties to a conference call by using the phone book.

Ending a Conference Call

- Press the **Phone** button.

Meet-me

The IP Conference Station supports Meet-me conferences. A Meet-me conference allows other callers to dial into the conference call by using a special conference number that is configured by the system administrator. Contact your system administrator to obtain the number for a Meet-me conference.

Establishing a Meet-me Conference

- Step 1** Press the **Phone** button.
 - Step 2** Press the **Menu** button.
 - Step 3** Select **Call Functions** and then select **Meet-me**.
 - Step 4** Dial the Meet-me conference number.
 - Step 5** Follow the voice instructions to establish the Meet-me conference.
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Joining a Meet-me Conference

- Dial the Meet-me conference number provided by the Meet-me conference coordinator.
You are connected to the conference after the conference initiator has established the conference.

Call Transfer

Transferring a Call

- Step 1** While on a call, press the **Transfer** softkey.
This places the call on hold.
- Step 2** Dial the number to which you want to transfer the call.
- Step 3** When you hear ringing, press the **Transfer** softkey again, or when the party answers, announce the call and then press the **Transfer** softkey.



Note If the call fails to transfer, press the **Resume** softkey to return to the original call.

Remove Last Participant

Removing the Last Participant from a conference

The IP Conference Station allows you to remove the last conference participant to join a conference call.

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- Step 1** During a conference call, press the **Menu** button.
 - Step 2** Select Call Functions, press the **Select** button.
 - Step 3** Select Remove Last Participant, press the **Select** button.
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Join

Joining two participants into a conference

The IP Conference Station supports Join. This feature allows you to join two calls into a conference call.

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- Step 1** When there are two calls on the phone, Press the **Menu** button.
 - Step 2** Select Call Functions, press the **Select** button.
 - Step 3** Select Join, press the **Select** button.
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Call Forwarding

Setting Up Call Forwarding on Your Phone

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- Step 1** Press the **CFwdAll** softkey.
You should hear two beeps.
 - Step 2** Enter the number to which you want to forward all of your calls.
Enter the number exactly as you would if you were placing a call to that number. Make sure to enter an access code, such as 9 or an area code, if necessary.
The LCD screen displays a message confirming the number or extension to which your calls are being forwarded.

Step 3 To cancel call forwarding, press the **CFwdAll** softkey again.

Setting Up Call Forwarding from the Web Interface

Step 1 Log in to the web interface.

See the “Using the Web Interface” section on page 22.

Step 2 From the web interface options page, click **Forward all calls to a different number**.

The Forward Your Calls page appears.

Step 3 Check the check box next to the line to which you want your incoming calls forwarded.

Step 4 Choose where to send your calls:

- To send calls directly to your voice messaging system and not ring your phone, choose Voice Mail.
- To send calls to a specific number, choose the number and enter the phone number or extension in the box provided. Be sure to enter the number exactly as you would if you were to call that number, including an area code or an access code, if necessary.

Step 5 Click **Update**.

Call Waiting

Using Call Waiting

Step 1 While on a call, a call waiting tone is played when a second call is received.

Step 2 Press the **Hold** softkey to place the connected call on hold.

The held call appears in the active call list in the LCD screen.

Step 3 Press the **New Call** softkey to pick up the call that is waiting.

- Step 4** To return to the call-on-hold, press the **Resume** softkey.
- Step 5** If multiple calls are on hold, press the **Up** or **Down** scroll button to select a call in the active call list, and then press the **Resume** softkey.
- A maximum of two calls are supported.
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Call Park

The IP Conference Station allows you to store or “park” a call at a specified number and then use another phone in the Cisco Unified CallManager system (for example, a phone in another office or in a conference room) to retrieve the call. Call park numbers are configured by the system administrator.

Parking a Call

- Step 1** During an active call, press the **Menu** button.
- Step 2** Select **Call Functions** and press the **Select** button.
- Step 3** Select **Park**, and then press the **Select** button.
- The display shows the number to which the call is parked.
- Step 4** Make a note of the call park number.
- The call is now parked at that number, allowing you to retrieve it from another phone. You have a limited amount of time to retrieve the parked call before it reverts to ringing at its original destination. Contact your system administrator for the time limit information.
- Step 5** To retrieve the parked call from another phone in the Cisco Unified CallManager system, dial the call park number at which the call was parked.
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Call Pickup

The IP Conference Station allows you to answer a call that comes in on a telephone extension other than on your IP Conference Station. When you hear an incoming call ringing on another phone, you can redirect the call to your IP Conference Station by using the call pickup feature.