

Making a Conference Call

- ▶ Conference Call (when on a call)
- ▶ Hit Conference (puts current call on hold)
- ▶ Enter new number (recipient answers)
- ▶ Hit Conference (calls joined)

Adding Additional Leg

(Only if another 550/650 participant)

- ▶ Repeat above steps

Dropping Leg of Conference Call

- ▶ Hit Split (all legs on hold)
- ▶ Select desired participant and hit Resume
- ▶ Advise participant of disconnection
- ▶ Hit End Call
- ▶ Resume other leg of call

Transferring a Call

- ▶ Blind Call Transfer
- ▶ Hit Transfer
- ▶ Enter new number
- ▶ Hit Transfer before recipient answers

Supervised Transfer/Announce call

- ▶ Hit Transfer
- ▶ Enter new number, recipient answers
- ▶ Announce the call
- ▶ Hit Transfer
- ▶ Call is transferred to new number

Setting Ring tones

- ▶ MENU->Settings->Basic->Ring Type

Contact Directory

Adding a Contact Manually

- ▶ Menu->Features->Contact Directory->Add

Adding a Contact from Call Logs

- ▶ View number in call log
- ▶ Hit More and Save
- ▶ Navigate to Contact Directory entry
- ▶ Enter name (and other details)

Restarting/Rebooting your phone

Menu->Setting->Basic-> Restart

If Hard Reboot is required




- ▶ Disconnect Ethernet
- ▶ Disconnect Power
- ▶ Reconnect Power
- ▶ Reconnect Ethernet

Call Logs

Viewing Call Logs

- ▶ Menu->Features->Call Lists

Also accessible by Navigation Arrows

- ▶ Missed Calls – down arrow 
- ▶ Received Calls – left arrow 
- ▶ Placed Calls - right arrow 

Clearing Call Logs

Menu->Features->Call Lists-> Select List->Clear