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