



Handset with Indicator Light

Functions like a traditional handset. Indicator light flashes when a call is coming in and lights up red when a message is waiting.

LCD Screen

Indicates Line/Call Status, Phone Number, and Soft key tabs

Soft keys

Engages the function displayed on the LCD screen. *They will change depending on the state of the phone.*

Line Buttons

Correspond to different phone lines/speed dials

Number Keys

Functions as a traditional telephone keypad

Scroll Function

Highlights the features displayed on the LCD Screen. Functions like up and down arrow keys

Volume Button

Used to adjust both ringer and handset volume

Headset Button

Used to toggle between the handset and headset (if applicable)

Mute Button

Turns the microphone off (You can hear the caller but they cannot hear you)

Speaker Phone Button

Used to turn the speakerphone feature on and off

Menu Shortcut Keys

Used to access different phone features

Menu Shortcut Keys

DIRECTORIES

Use the directory option to access to the following features:

- 1 Missed Calls. For internal calls, the list displays the directory number and the user name of the phone from where the call was made. For external calls, the list displays the caller's phone number, unless blocked by the caller.
- 2 Received Calls. For internal calls, the list displays the directory number and the user name of the phone from where the call was made. For external calls, the list displays the caller's phone number, unless blocked by the caller.
- 3 Placed Calls. This is a list of numbers recently dialed from the phone.
- 4 Corporate Directory. This feature allows you to search the phone directory by user name, or by extension.

To view your missed calls, received calls, and placed calls:

- Use the up/down arrow to highlight an option from directory menu
- Press the **Select** soft key for the desired option.
- Use the scroll function to browse the calls.
- When you are finished, press the **Exit** softkey to exit the Directory menu.

To call a number from the missed calls, received calls, and placed calls lists:

- Use the up/down arrow to highlight an option from directory menu and press the **Select** soft key
- Use the up/down arrow to highlight the call you wish return.
- Press the **Dial** softkey to dial the number listed.

To use the **Corporate Directory**: Use the up/down arrow to highlight an option in which you would like to perform the search (first name, last name, or ext).

For first name, or last name use the appropriate key on your phone which corresponds to the alphabetical letter and then press the key until the letter is selected. (For example, searching on a first name of "bob", depress the #2 key twice for "b", depress the #6 key three times for "o", and depress the #2 key twice for "b".) If you make a mistake you may press the << soft key to backspace.

Press the **Search** soft key when complete.

Note: You do not have to have a complete name or extension number in order to search.

SETTINGS

- Press the **Settings** button to change the following characteristics of the phone.
- Choose the User Options to change your personal settings
 - Ringtone
 - Contrast

MESSAGES

To retrieve your messages from your phone:

- Press the **Messages** button followed by your password.

Specific Features

Dial 9 to place an outside call

Basic Functions

To place a call, choose one of the following options:

- Lift the handset and dial the number.
- Dial the number press the **Dial** soft key.
- Press the **NewCall** soft key and dial the number.
- Press a **line** button and dial the number.
- Press the **Speakerphone** button and dial the number

To answer a call, choose one of the following options:

- Lift the handset.
- Press the **Answer** soft key.
- Press the associated **line** button
- Press the **Speakerphone** button

To end a call, choose one of the following options:

- Hang up the handset.
- Press the **EndCall** soft key.
- Press the **Speakerphone** button.

To redial the most recently dialed number, choose one of the following options:

- Lift the handset and press the **Redial** soft key.

To send a call directly to voicemail:

- Press the **iDivert** soft key while phone is ringing

To place a call on hold:

- While on a call, press the **Hold** soft key
- To return to the call highlight the correct caller using the scroll function and press the **resume** soft key.

CALL TRANSFER

To transfer a call:

- During a call, press the **Transfer** soft key. This places the call on hold.
- Dial the number to which you want to transfer the call.
- When you hear ringing, press **Transfer** again, or when the party answers, announce the call and press **Transfer**. If the party refuses the call, press **End call** then the **Resume** soft key to return to the original call (use the back arrows to correct dialing errors).

FORWARD ALL CALLS

To forward all calls to voicemail:

- Press the **CFwdAll** soft key.
- Press the **messages** button

To forward all calls to another extension:

- Press the **CFwdAll** soft key.
- Enter the 4-digit extension number to which you want to "Forward All" of your calls. You will hear one beep, and a flashing right arrow will appear next to your phone number on the LCD to indicate that all calls are being forwarded.
- The text at the bottom of the LCD will change to display the extension number the phone is forwarded to.

To cancel forward all calls:

- Press the **CfwdAll** soft key. You will hear one beep, and the flashing arrow will no longer display next to your phone number on the LCD, indicating that forward all calls is not active.
- The text at the bottom of the LCD will return to "Your Current Options".

CONFERENCE CALLS

Conference calls may have anywhere between six to ten participants at a time depending on the type of conference call. They can consist of any combination of internal and external calls. The call will remain connected as long as at least two of the parties remain on the line.

"Ad Hoc Conference Call"

- During a call, press the **More** soft key and then the **ConFrn** soft key. This will automatically select a new line and place the other party on hold.
- Place a call to the third party.
- Press **ConFrn** again to add this party to the conference call.
- Repeat the first three steps to add a fourth party to the conference call.

"Meet-Me Conference"

- Lift the handset
- Press the **more** soft key.
- Press the **MeetMe** soft key.
- Type in the 4 digit conference number (your network administrator can provide this extension)

Additional Information

The ? button



This feature is used for online help.

- Press the ? button, then press any key to display a brief definition of that key.

For additional information about your phone you can access the following website:

<http://www.cisco.com/en/US/products/ps6513/index.html>

From here you can access User Guides and tutorials to guide you through the features we have discussed.

Note that some of the information on the tutorials may not be applicable to your phone network.

Notes: