

# 4620SW/4621SW SIP IP Telephone Quick Reference

The **Phone/Exit** button displays the Phone screen from any other application screen.

Use the **Page Right & Page Left** buttons to move from one screen to another when the "paging indicator" displays on the line above the offset label.

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When it you have a **Voice Mail** message waiting, follow your standard voice mail retrieval procedures, as provided by your System Administrator.

**Line/Feature** buttons provide lines for calls and application-specific (Speed Dial, Call Log, Web) sessions.

**Application Softkeys** navigate to application screens or initiate actions like Call a number/URI, Save data or Cancel the current activity.

Use the **Options** button to set up & up-date phone appearance & screen functions, like:

- creating new or relabeling existing Feature buttons
- backing up/restoring data
- changing the screen contrast, call timer display, etc.
- setting up attended or unattended transfers

(See the User Guide's Chapter 6 for details.)

**Dedicated Feature** buttons (Redial, Speaker, Mute, Headset, Hold, Transfer, Conference, Drop, and Volume Up and Down) control call activity.

## Adding a Speed Dial Button:

1. Press the SpDial softkey.
2. Press the Add softkey.
3. Enter the Name & press the Done softkey.
4. Press the Line/Feature button next to either the Number or URI field.
5. Enter the Phone Number or URI as applicable.
6. Press the Done softkey and then press the Save softkey.

## Updating a Speed Dial Button:

1. Press the SpDial softkey and use the Page Left or Page Right buttons to locate the applicable Speed Dial button.
2. Press the Edit softkey, then press the Line/Feature button next to the button you want to update.
3. Press the Line/Feature button next to the field you want to update. Use the Left and/or Right Arrow softkey to move the cursor and the Backspace/Line/Feature button to remove characters, if needed.
4. Press the Done softkey, then press the Save softkey.

## Deleting a Speed Dial Button:

1. Press the SpDial softkey and use the Page Left or Page Right buttons to locate the applicable Speed Dial button.
2. Press the Delete softkey, then press the Line/Feature button next to the button you want to remove.
3. Press the Delete softkey again to confirm the deletion.

## Web Controls:

Use these buttons to navigate web pages:

- redisplay the Home page.
- moves up one feature.
- redisplay the current page.
- moves down's text box (a page).
- moves down's text box.
- moves down's text box (a page).
- or - moves to the next or previous page.

To use a link to switch pages, press the Line/Feature button to the left of the line with an underlined link.

## Call Log Navigation:

1. Press the Log softkey to display the Call Log for missed (unanswered) calls.
2. Navigate to either the Incoming Answered Call Log or the Outgoing Calls Log by pressing the InAns or Outgo softkey, respectively.

Note: All logs have the same fields, characteristics and softkeys.)

- To review calls, press the Page Right button (to review the next 6 calls) or Page Left button (to review the previous 6 calls).
- To view call detail, press the Line/Feature button next to the applicable call, then press the Return softkey to re-display the Call Log screen.

## Adding a Call Log Entry or Web Phone Number to a Speed Dial Button:

1. From a Call Log, press the Line/Feature button to the left of the party you want to add. To add a Web phone number to a Speed Dial button, start at the next step.
2. Select the AddToSD softkey, edit the name/number/URI by selecting the appropriate field and using the Arrow softkeys to move the cursor.
3. Press the Done softkey, then press the Save softkey. Press Phone/Exit to return to the Phone screen, or select another application tab as desired.

## Making Calls:

- With the phone on- or off-hook, simply press an available session (call) appearance, or pick up the handset, activate the Speaker or Headset, dial a telephone number or press the URI softkey and enter a URI and dial your party. To redial, press the phone's dedicated Redial button.
- To speed dial, press the SpDial softkey, press Page Right or Page Left to locate the party you want to call, then press the Line/Feature button next to that entry.
- From the Call Log, press the Log softkey. Use the Page Right or Page Left button to locate the party to be called in any of the three logs (Missed, Incoming Answered or Outgoing), press the Line/Feature button next to the desired entry, then press the Call softkey.
- From a Web Page phone link, simply select the link.

**Receiving Calls:** Pick up the handset, activate the headset or press the Speaker button and talk.

## Logging Off the Phone:

1. Press the Options button.
2. Select the Line/Feature button next to the Log Off option.
3. To unregister the phone from the call server and restore options settings to their default values, select the Line/Feature button next to Yes.

To Log in:

1. Enter your extension & press #
2. Enter your Password & press #

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