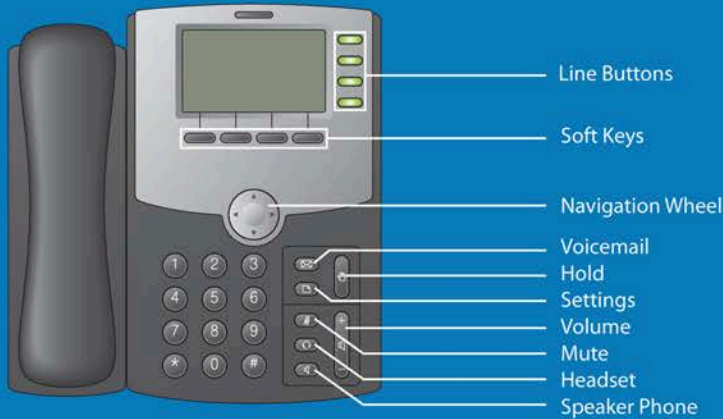




CISCO SPA 504G/303G*



Cisco SPA 504G / 303G

Answering a Call While on a Current Call

- Phone will beep when the second call comes in
- Press the "Answer" softkey; this will cause the first call to be placed on hold, and allow you to talk to the new incoming caller

Switching Between Calls

- Press the flashing red line button

Placing a Call

- Lift handset or press the "Speaker Phone" button
- Dial the number

Placing a Call on Hold

- Press the "Hold" button
- To Resume*
- Press the "Hold" button

Checking Your Voicemail

Red light on phone indicates new message

- Press the "Voicemail" button
- Enter your PIN
- Follow prompts directions

Setting Ringer or Call Volume

- Pressing the "Volume" button while not in call adjusts the ringer volume
- Pressing the "Volume" button while during a call adjust the call volume

Transferring a Call

- Press the "xfer" soft key
- Dial the extension or number you wish to transfer to
- Announce to the person who is calling
- Press the "xfer" soft key again to complete the transfer

Call Forward

- Press the "CFwd" soft key
 - Dial the extension or number you wish to forward to
- To Deactivate*
- Press the "CFwd" soft key

Speaker Phone

- Press the "Speaker Phone" button

Mute a Call

- Press the "Mute" button

Conference a Call

- While on the line press the "Conf" soft key
- Dial the second call
- Once the second party answers, press the "Conf" soft key again

Retrieve Missed, Received, and Placed Calls

- Press the "Settings" button
- Navigate to "Call History"
- Select list you are interested in viewing