# CX600 Basic Information

# Call Transfer

Ask incoming caller to please “Hold”, press the hold key. From the MENU button you can select the option you prefer.

* You can transfer calls in these ways:

**•** To someone else, either directly (without speaking to them), or by talking

with them first.

**•** To a Parking Lot so that the call can be placed on hold and retrieved by you or

someone else.

**•** To your mobile phone.

# Call Forward

**To Activate**: Press MENU key using arrow key select call forwarding.

* You can forward calls in these ways:
	+ To voice mail
	+ To one of my programmed numbers or delegates.
	+ To a contact or any phone number you choose
	+ To simultaneously ring someone else or one of your programmed numbers.

Call forwarding is now active.

**To Cancel**: Select do not forward calls.

# Last Number Redial

Press Redial key

# Menu

The Menu button is where most functions come from on your phone. This is the key to transferring calls, forwarding your phone, and will allow you to adjust the settings, system information and provide help on additional features if needed.

VoIP Basics

* **Answering a call**-Lift the handset to answer a ringing call or press Handsfree or Headset key if applicable.
* **Making a call with handset**- In addition to the standard way of making a phone call (by picking up the handset and dialing), you can make calls as follows:

**•** Calling from the Contacts screen on your phone

**•** Calling by searching for a contact using the keypad

For example, to find ‘Tony Smith,’ begin pressing 8669\*76484, where ‘\*’ is the space between the first and last name.

**•** Calling from Microsoft® Lync™ 2010 on your computer

* **Making a call with handsfree or heaset**- Press the Handsfree or Headset key if applicable. In addition to the standard way of making a phone call (by pressing the handsfree or headset key and dialing), you can make calls as follows:

**•** Calling from the Contacts screen on your phone

**•** Calling by searching for a contact using the keypad

For example, to find ‘Tony Smith,’ begin pressing 8669\*76484, where ‘\*’ is the space between the first and last name.

**•** Calling from Microsoft® Lync™ 2010 on your computer

* **Options from the main display are**- Calendar, contacts, voice mail, call logs of in-coming and out-going calls, search or dial a number. These are pick-able by using the up/down arrow and center enter key to the right of display.
* **Left pointing arrow key** - This key is to take you back one page at a time.
* **Home key**- This key is to return you to your main display.
* **Controlling volume** -Press the - or + control keys while using your handset, headset, or speaker to adjust the volume of the associated device. Also by pressing MENU key, settings, volume can be changed for ringer, handset, speaker, headset.
* **Using Hold and Mute**- While on a call, press the HOLD key to place your caller on hold. Press Resume key to retrieve your call. Press the Mute key to mute your handset, headset, or speaker, allowing you to speak privately. While the Mute key lights and notes muted on your display the Mute is active. Press the Mute key again to speak with your caller.
* **Other option Settings**- Press the MENU key, select settings, and desired option to change. Use the up/down arrow keys to change the settings.