

IP Communicator Soft Phone Quick Reference Guide

- Answer a Call:** Pick up the Handset, or press the **Speakerphone** button, or press the **Headset** button, or press the yellow flashing line button, or press the **Answer** softkey.
- Place a call:** Pick up the Handset, press the **Speakerphone button**, or press the **Headset** button, or press a gray line button.
- Receiving a Call:** While first call is active, press the yellow flashing line button or **Answer** softkey. The call in progress is put on hold and the incoming call is answered.
- Call Hold:** To put a call on hold, highlight the appropriate call and press the **Hold** button. To resume the call, highlight the appropriate call and press the **Resume** button. The Hold Reversion feature (if enabled) alerts the user that a call is on hold by a series of rings at certain intervals.
- Conference Call:** During an active call, press **Conference**. Enter participant's phone number. Once second call is connected, press **Conference** again. Repeat for additional participants. Another way is during an active call, highlight the calls you wish to conference and press **Join**.
- Call Transfer:** For a "Blind Transfer", during an active call, press **Transfer**. Enter the number to which you want to transfer the call. Press **Transfer** again. For a "Consult Transfer", same as above except wait for the transfer recipient to answer the call after entering the number to which you want to transfer the call.
- Voice Mail:** To access voicemail, press the Message Indicator button

