



















Cisco Webex Calling




Line Colors

- Amber  — Line unregistered
- Green  — Idle line
- Red  — Steady Line in use or active
- Red  — Flashing Line ringing or on hold

Feature Buttons

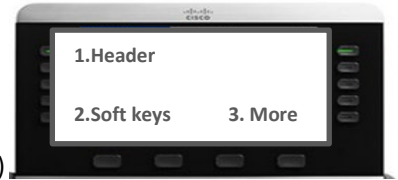
- Programmable Buttons 
- Softkeys 
- Navigation & Select button 
- Hold button 
- Conference 
- Transfer 
- Speakerphone 
- Mute 
- Headset 
- Contacts 
- Applications 
- Message 

Display Notification Icons

-  Missed Calls
-  Voicemails
-  Available line

Phone Display

1. Header
2. Softkeys
3. . . . (More)



Soft Keys

Soft Keys are the “4 Buttons” located at the bottom of the display screen.

Note: The display screen is **not** a “Touch” screen

Basic Call Handling

INTERNAL DIALING

- Dial the 5-digit extension

EXTERNAL DIALING

- Local: 1 +Area Code + Number
- Long Distance: 1+ (Area code) +Number
- International: 011 + (Country Code)
- **Emergency External 911**

BASIC CALL PLACING OPTIONS

- Lift the **handset** then, dial the number.
- Press the **Speaker** button then, dial the number.
- Dial the number then, press the **Call** soft key.
- Press the **Redial** soft key.

ANSWERING CALLS

When the line is ringing:


- Lift the **handset**
- Press the **Speaker** button
- Press the flashing “**Amber**” line

HOLD/RESUME

To place a call on hold:

- Press the **Hold** key. 

To return to the call:

- Press the **Resume** soft key. 

CALL WAITING

During an Active call, if a second calls rings in:

You will hear a single “beep”

To **Answer** (ask your call to hold)

- Press the “flashing” **Amber line Or**
- Press the **Answer** soft key.

(the original call will be placed on hold automatically)



To **switch between two connected calls.**

Example: Call 1 is **holding**. Call 2 is **active**. Pressing **Line 1** (where call 1 is holding), reconnects this call

Transfer

CONSULT TRANSFER (ANNOUNCED)



While on an active call:

1. Press the **Transfer**  key.
2. Dial the intended party.
3. Press the “**Call**” softkey
4. Wait for the party to **answer** and announce the call, press the **Transfer**  key again to complete the transfer.

Note: If dialed party does not wish to take the call, press the **End Call** soft key, then press the **Resume** soft key (to reconnect to the original call).

BLIND TRANSFER (NON-ANNOUNCED)

While in an active call:

1. Press the **Transfer**  Key
2. Dial the **5-digit** extension.
3. Press the **Transfer**  Key

CALL FORWARD

To activate:

Turn on Press the “**Forward**” soft key
Select the forwarding type needed:

Always - Forward all incoming calls.

No Answer -Forward all unanswered incoming calls.

Busy - Forward calls that arrive when you’re already in a call.

Enter the forwarding number “**1 212 XXX XXXX**” **Or ext**

Select “**Enable**”.

Turn off Press the “**Forward**” soft key

Select the forwarding type needed:

Always - Forward all incoming calls.

No Answer -Forward all unanswered incoming calls.

Busy - Forward calls that arrive when you’re already in a call.



Enter the forwarding number “**1 212 XXX XXXX**” **Or ext**

Select “**Disenable**”.

Conference

AD-HOC CONFERENCING (MAX 3)



While on an active call:

1. Press the **Conference**  key.
2. Dial the intended party.
3. Press the **Conference**  key again to complete the conference.


(Repeat steps to add additional parties).

Phone Settings

CHANGING RINGTONES

1. Press the **Applications** button. 
2. Select **Preferences**.
(Use the **Navigation** button to scroll and select.) 
3. Select **Ringtone**.
(If multiple lines are configured, select the line that you wish to change the ringtone first).
5. Highlight a **Ringtone**.
6. Press the **Play** soft key to play a sample.
7. Press the **Set** soft key to select the **Ringtone**.
8. Press the **Apply** soft key to confirm your selection, or press the **Cancel** soft key to go back to the **Ringtone** screen.

ADJUSTING RING VOLUME

Press the **+ or -** on the volume button 
(while the **handset** is in the cradle and the phone is idle).

ADJUSTING CALL VOLUME

To adjust the **Handset, Speaker, or Headset** volume for the current call:

- During a call, Press the **+ or -** on the volume button

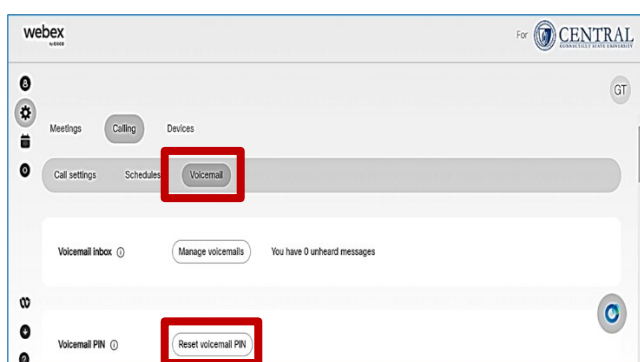


1st Time Access & Initial Setup

Voicemail pin must be reset

1. Open browser and type in the url field:

https://user.webex.com
2. Select calling from the menu tab
3. Click the “Reset voicemail PIN”
4. Enter new PIN & confirm
5. Click “Save”



Reset voicemail PIN

New voicemail PIN (required)


Confirm voicemail PIN (required)

ACCESS

Internally from your own phone:

1. Press the **Messages** button 
2. Enter your **PIN**, then press “#”

Internally from another phone:


1. Press the **Messages** button 
2. Press the “★” key
3. Enter your **ID**, then press “#”
4. Enter your **PIN**, then press “#”

EXTERNAL ACCESS

Dial your direct number when you hear the greeting...

1. Press the (*)
2. Enter your **PIN**, then press “#”

SHARED LINE MAILBOX ACCESS

1. Press the Line with the Voicemail Notification
2. Press the Message button on the phone 
3. When prompted enter the p followed by pound #

MAIN MENU

Voicemail Main Menu:

- [1] Access Voice Messaging
- [3] Record Greetings
- [4] Change Call Forwarding Options
- [8] Change Passcode
- [9] Exit
- [#] Repeat menu

MAIN MENU-SET UP OPTIONS

4-1-1 Re-Record **Standard** Greeting

4-1-2 Record **Alternate** Greeting

4-3-2 Re-Record **Name**

4-3-1 Change **PIN**

WHILE LISTENING TO MESSAGES

[1] Skip to end of message

AFTER LISTENING TO MESSAGES

[2] Play or repeat message

[7] Delete message

[8] Initiate call to sender

[#] Save Message

[*] Return to previous menu