

# 4620/4620SW/4621SW 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 softkey labels.

When lit or flashing, 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**) functionality.

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

Use the **Options** button to set up & update phone appearance & screen functions like:

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

(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 **Line/Feature** button next to the **Number** field.
4. Enter the **Phone Number**.
5. 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. To update the **Number**, use the **Left** and/or **Right Arrow softkey** to move the cursor and the **Backspace Line/Feature** button to remove characters if needed.
4. To update the **Name**, press the **Line/Feature** button to the left of the **Name** field, then use the **Right** or **Left Arrow softkey** to move the cursor. Use the **Backspace Line/Feature** button to remove characters, if needed and re-type the correct name.
5. 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 text line.
- redisplay the current page.
- moves down six text lines (a page).
- moves down one text line.
- moves down six text lines (a page).
- Page Right** or **Page Left** - 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. (From a **web page**, start at the next step.)
2. Select the **AddtoSD softkey**; edit the name/number by selecting either field and using the **Arrow softkeys** to move the cursor.
3. Press **Save**, then **Phone/Exit** to return to the **Phone** screen, or select another application tab as desired.

## Making Calls:

- Pick up the handset, activate the **Speaker** or **Headset**, 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 the Phone Off:

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 **#**