

## Handset User Guide

Model Cisco SPA504G



### # PHONE FEATURE

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### Transferring Calls

- During a call, press **xfer** softkey
- Dial the extension or phone number, press **dial** softkey
- Once the call is ringing you can either immediately press **xfer** softkey, or wait to speak to the person who answers, and then press **xfer** softkey

### Pick Up a Call from Another Extension

- Enter **\*98**, press **dial** softkey

### Three Way Conference Call

- During a call, press **Conf.** softkey
- Dial the extension or telephone number, press **dial** softkey
- When the second call is answered, press **Conf.** softkey again

### View Call History

- Press Setup/Menu button
- Scroll to Call History, press **select** softkey
- Select Redial List, Answered Calls or Missed Calls

### Access Voicemail

- Press Messages/Voicemail Button
- Follow Prompts

*Note: The default password is 123456*

### Forward Calls to Another Number

- Press the **cfwd** softkey
- Enter the number (including area code) you want the calls forwarded to.

*To disable call forwarding, press the **-cfwd** softkey*

### Do Not Disturb

- Press the **dnd** softkey

*To disable do not disturb, press the **-dnd** softkey*

### Setup Speed Dial

- Press Setup Button
- Scroll down to Speed Dial, press **select** softkey
- Highlight a "Not Assigned" line, press **edit** softkey
- Enter the phone number
- Press Ok