Phone Screen Icons

📞 Off-hook / connected call

📞 On-hook

📞 Incoming call

📞 Call forwarding enabled

⏸ Call on hold

✉ Message waiting

Feature Icons

Only appear when feature is enabled.

📞 Common task, such as Answer, CallBack, and Speed Dial.

📞 Line in use

📞 Line ringing

Call History Icons

← Missed call

→ Placed call

← Received call

For additional learning tools / sources of information, please visit:

griffith.edu.au/unifiedcollaboration

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Button and Key
Reference Guide

8945

Buttons

⚙	Applications
📖	Contacts
✉	Messages (voicemail)
🎧	Headset
🔊	Speakerphone
🎤	Mute
📞	Redial
📷	Mute Camera
	Navigation pad and Selection Button
➡	Transfer
👥	Conference
	Hold
━	Volume
━	4 Feature buttons (left side of screen)

Line Keys-Status Light

━	Solid green light Connected call
━	Pulsing green light Held call
━	Flashing amber light Ringing call
━	Solid red light Line currently in use
━	No call activity
	Red Handset light Received voicemail

Soft Keys

Soft keys are buttons that appear on your screen when you are using your phone.

Answer	Answers a call
Call	Initiates a call
Call Back	Alerts you when a busy extension becomes available
Cancel	Cancels an action or exit a screen without applying changes
Clear List	Removes all entries in a list or category
Conference	Adds a conference participant
Delete	Deletes an entry in a category
View Details	In Call History or Accessories, selects any record to view details
Divert	Sends or redirects a call to voicemail or to a predetermined phone number
Edit	Modifies an item
EditDial	Edits a number before calling
End Call	Disconnects the current call
Exit	Returns to a previous screen
Forward All / Forward Off	Sets up or cancels call forwarding
Logout	Signs out of current application
Missed Calls	Lists all missed calls
Mobility	Allows you to answer your desk phone number on a mobile device
More	Displays additional Soft keys
New Call	Makes a new call
Pickup	Answer call ringing on co-worker's phone
Play	Plays ringtone
Redial	Redials the most recently dialled number
Remove	Removes a conference participant
Resume	Resumes a highlighted call on hold
Revert	Reverts back to the last applied settings
Save	Saves the chosen settings
Search	Searches for a directory listing
Select	Selects the highlighted option
Self-View	Video preview
Set	Sets an option, such as a ringtone
Setup	Configures an accessory
Show Details	Shows details about the current call
Speed Dial	Dials a number using a speed-dial code
Transfer	Transfers an active call
Swap	For a Transfer or Conference, toggles between two existing calls
Update	Updates an entry in Personal Directory
⊗	Backspace to delete characters
↩	Back