



PHONE USER GUIDE

Cisco SPA504G

Function	Action	Notes
Answer Incoming Call	Pickup handset or press the speaker button on phone	Answers calls to your phone
Make Outbound Call	Dial phone number or Extension and press the speaker or pickup handset	Dialing phone number before picking up handset or pressing speaker will execute the call immediately. You may also dial traditionally by picking up the handset, then dialing number, then pressing the send button on the phone.
Directed Call Pickup	*8 + Extension	Allows a user to answer a call ringing at another extension. This feature only works for calls to that extension directly. Calls ringing the extension as a result of a hunt group or queue cannot be picked up with this feature. (Feature must first be enabled on the system.)
Voicemail	Press Envelope Button on Phone	Allows user to access user's voicemail box. User will be prompted for password.
Block your caller ID	*67 + Telephone #	Blocks outbound caller ID
Call Park	Press Assigned Green Button BLF	Park a call.
Pick Up Parked Call	Press Assigned Red Button BLF	Pick up a parked call.
Attended Transfer	Transfer + Extension + Send Then Transfer after accepted	This will allow you to call the Extension privately before the transfer of a call.
Blind Transfer	Transfer + Extension + Transfer + Hang up	This will blindly transfer calls to an Extension
Transfer directly to Voicemail	Transfer + Extension + * + Transfer	Used to transfer a call to a user's voicemail box without first ringing the user's phone.