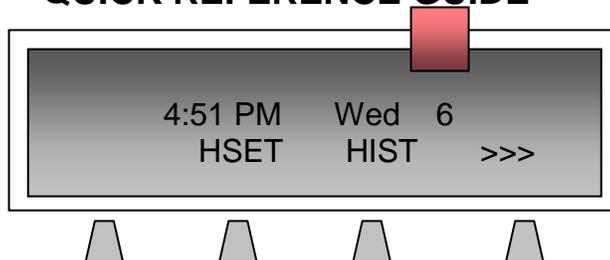


## Univerge 8300 QUICK REFERENCE GUIDE



**HSET** If you are using a headset, press the **HSET** soft key to receive dial tone or answer a ringing call. Press **HSET** again to hang up. Otherwise, you may lift the handset or press the **Speaker** button. To talk hands-free, make sure MIC button is lit red. You may press the **MIC** button or the **MUTE** soft key to mute or un-mute during the call.

**HIST** This key allows you to see the call history for the station. Press the **HIST** soft key, then press **IC** to see incoming calls, or **OG** to see outgoing calls. You can scroll through the stored numbers by pressing **PREV** or **NEXT**, then press **CB** to call the one you choose.

**>>>** Use the scroll key to move to next screen / additional options.

**R-TONE** Press the **R-TONE** soft key to walk through the fourteen different ring tones. Press the **Feature** button to save the one you choose.

**PICK** If a phone in your pickup group is ringing, you may lift the handset and press **PICK** to answer it.

**VMAIL** Voice mail one-touch key.

**CONF** Use this button if you need to make a three-way call. With a call in progress, Press the **Transfer** button. Dial the four-digit extension or 8 plus the phone number of the second call. Announce conference and press the **CONF** soft key to join callers.

**CID** Incoming caller ID info will display when you receive a call. To see the caller ID on a second incoming call (while you are on the phone), press the **CID** soft key.

**CFA** To send your calls to another station or offsite (to a cell phone), press the **CFA** button. Then enter the four-digit extension or 8 plus the phone number you want your calls to ring to. If you want all of your calls to go directly to voice mail, press **CFA**, then dial 6000. To cancel call forwarding, press **CFA** and the \* key.

**VOLUME / CONTRAST CONTROL** (round silver button) Press **▲▼** during audible telephone activity to adjust handset or speaker volume. Press **▲▼** while phone is ringing to adjust ringing volume. Press **▲▼** while telephone is idle to adjust display contrast.

**TRANSFERRING CALLS** With a call in progress, press **TRANSFER** (caller is put on hold). Dial an extension OR press one touch extension button. Announce call (optional). Hang up – call will ring their extension. If you need to retrieve the call, press **Transfer** again. If voice mail has answered, press **Recall**, then **Transfer** to retrieve the call.

**HOLD** With a call in progress, Press **Hold**. To retrieve a held call - press the flashing line key.

**ONE TOUCH BUTTONS** Press **Feature**, then press the button you wish to program. Then dial extension number you wish to store and press **Feature** to save. To dial the stored number, press the programmed button.