

IP PHONE 420/420G QUICK REFERENCE

PHONE OPERATION

Place Calls

Use the handset, the speakerphone, or a headset

Lift handset or press or + Ext. or '9' + number

Make a blind conference call

+ Ext. or '9' + number +

Make a consultative conference call

+ Ext. or '9' + number + wait + to select +

Use the Directory

+ to select +

Dial from History

+ to select +

NOTE: To close Directory or History, press that key again.

Answer calls

Answer a call

Lift handset or press or

Answer call waiting (incoming call)

Press blinking call appearance button

Answer an off-screen incoming call

Press while offscreen call is displayed

Interact with calls

Adjust volume of handset, headset, or speakerphone when off hook; adjust ringer volume when on hook

to select

Mute a call



Place a call on or off hold

Transfer a call (blind)

+ Ext. + hang up or

Transfer a call (with a consultation)

+ Ext. + wait + to select +

Divert a ringing incoming call to voicemail

or

NOTE: Adjust the display contrast

Press and hold + or

VOICEMAIL

Log in to Voicemail Main Menu

+ Password +

Log in from another extension

+ + Ext. + Password +

Log in or out of workgroup

+ Password + + + or

Change Availability State

+ Password + +

Change extension assignment

+ Password + +

Unassign extension assignment

+ Password + +

Assign extension to external number

+ Password + +

STAR CODES

Transfer a call

+ destination +

Conference a call

+ destination +

Hold a call

Hang up

Access other star codes

+ (star code from below)

QUICK REFERENCE OF COMMON STAR CODES

Park a call

+ Ext.

Unpark a call

+ Ext.

Pick up a remote extension

+ Ext.

Use the intercom

+ Ext.

Whisper page

+ Ext.

TECHNICAL SUPPORT

call: 503-968-8908, option #2

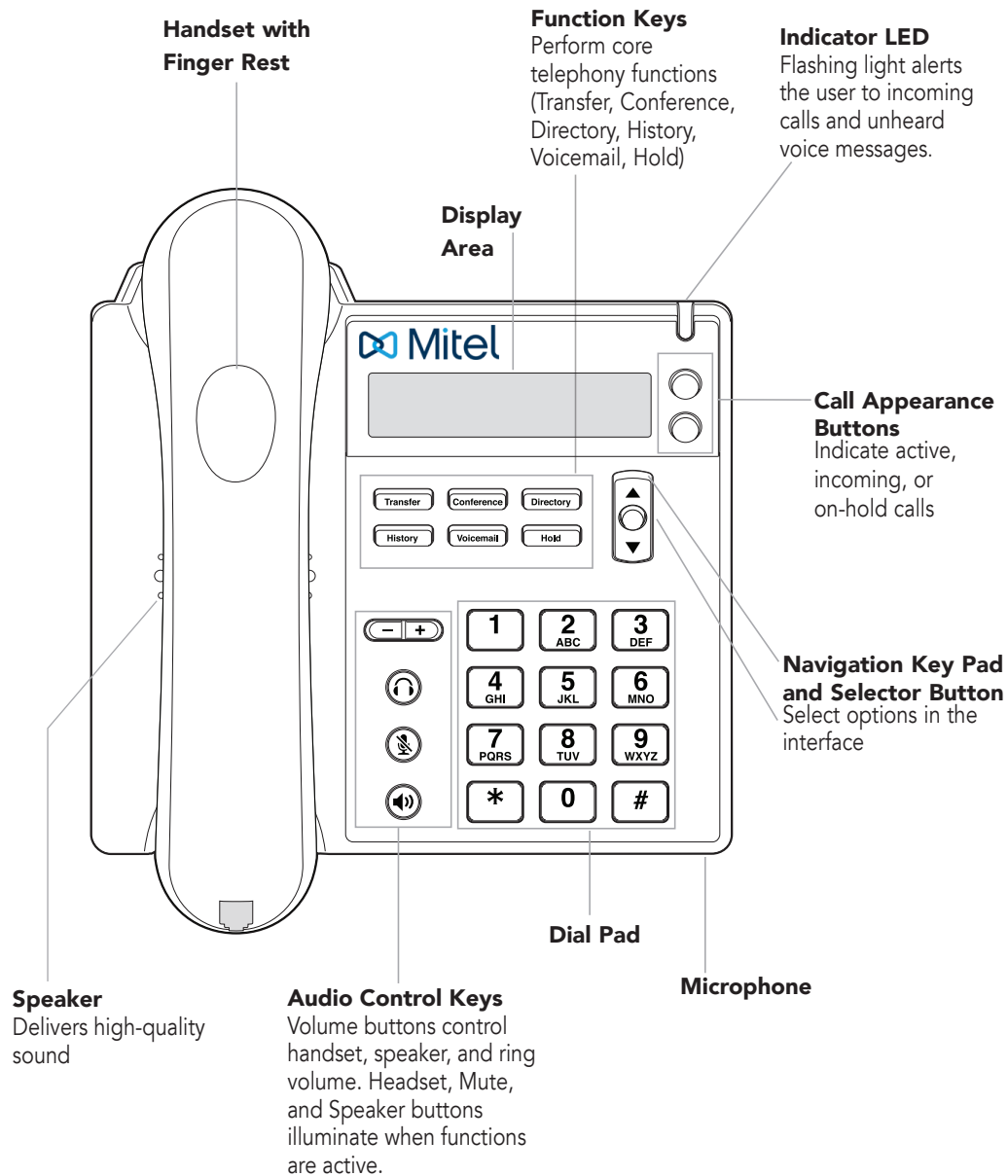
email: helpdesk@sterling.net

TRAINING

email: training@sterling.net



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GUIDE TO ICONS

Main Display

- Off-screen call (on main display)
- Voicemail message indicator (on main display)
- Secure call
- Missed call (on main display and in History)
- Inbound call (in History)
- Outbound call (in History)
- Transferred call (in History)
- Workgroup Agent logged in
- Workgroup Agent logged out
- Workgroup Agent wrap up

GUIDE TO LEDS

Your 420/420G IP phone provides color cues to help you determine call appearance status:

- Steady Green: Phone is in use (dialing or off hook)
- Blinking Green (Fast): Call on hold or call parked
- Blinking Green (Slow): Incoming call