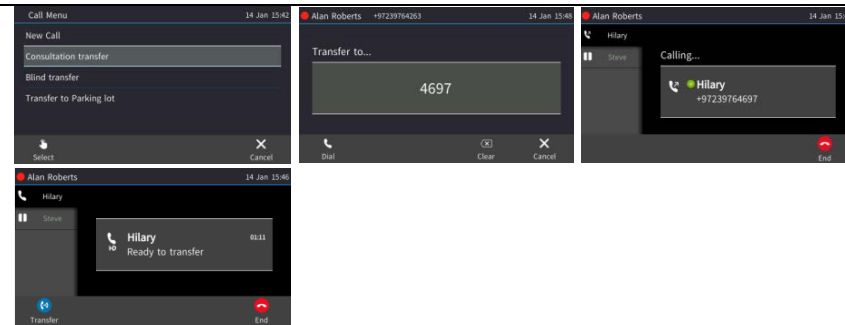


Editing a Speed Dial - To edit a Speed Dial:

1. Long-press the Function Key (the right bar of the phone) the Function Key screen is displayed.
2. Navigate right till the option scrolls to **Speed Dial + BLF** and press the **Select** soft key.
3. Enter the number or extension you would like and press the **Save** softkey to save the edit.

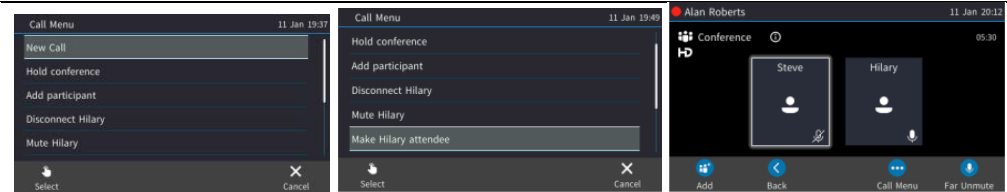
Performing a Consultative Transfer -To perform a consultative transfer:

1. In a call with Steve, he asks you - Alan - to transfer him to Hilary. Press the **Call Menu** softkey and then select **Consultation transfer**.
2. Enter Hilary's number and then select **Dial**. Hilary's phone (4697) rings and Hilary answers.
3. Consult with Hilary and then press the **Transfer** softkey - or press the **TRANSFER** key on the phone. Hilary is connected to Steve and you (Alan) are disconnected



Establish a Conference Call - To establish a conf. call

1. In the phone's idle screen, press the **Meet Now** softkey and then the **Add** softkey
2. Enter in the users extension or phone number then press the **Dial** softkey.
3. After adding a participant to a conference, you can add other participants in the same way.
4. To end the conference call, hang up the phone or press the **End** softkey.

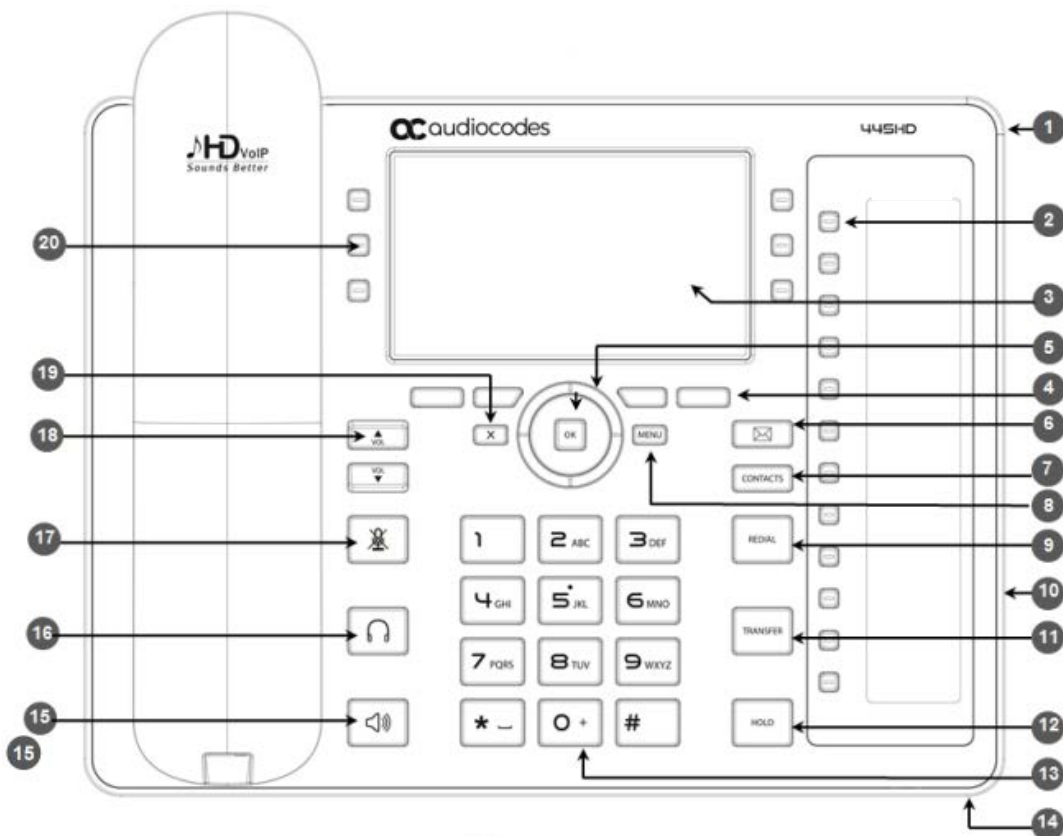


PIN Login: - PIN authorization

1. Press the Sign In button.
2. Select the PIN code option and press the Select button.
3. Enter the last 5 digits of your assigned phone number.
4. Push the down arrow to select Pin code.
5. Enter the provided PIN code that was sent through email.
6. Push the Sign in button.

Resetting your Pin:

1. Navigate to <https://dialin.ucf.edu/>
2. Select "Sign In" near the center of the page
3. Choose your preferred language and select "Sign In" again
4. Find the "Reset your PIN" option near the center of the page
5. Enter your new pin and confirm it, then select "OK"
6. Your new PIN is now set.



| Item # | Label/Name | Description |
|--------|--------------------------------|---|
| 1 | Ring LED | Flashing blue light visually indicates an incoming call. |
| 2 | Speed Dial & BLF | Twelve speed dial buttons to quickly call the contact whose name is displayed adjacent to it. You can configure these speed dial buttons with Busy Lamp Field (BLF) functionality. On the 440HD phone, a dedicated electronic screen displays contacts' names. On the 430HD phone, you can attach to a paper strip handwritten contacts' names. |
| 3 | Screen | Interactive screen displaying calling information and letting you configure phone features. |
| 4 | Softkeys | See Section 3.2 for details on the four softkeys and the available functions they offer. |
| 5 | Navigation Control / OK | Press the upper rim to scroll up menus/items in the screen. Press the lower rim to scroll down. Press the left or right rim to move the cursor left or right (when editing a contact number for example). Press the OK button to select a menu/item/option. |
| 6 | Voicemail | Retrieves voicemail messages. |
| 7 | CONTACTS | Press to open the 'Favorites' directory. Other directories can be accessed from the 'Favorites' screen. |
| 8 | MENU | Accesses menus: (1) Call Log (2) Calendar (3) Keys Configuration (4) Settings (5) Device Status (6) Administration (7) Favorites (8) Log upload. |
| 9 | REDIAL | Accesses a list of recently dialed numbers; one can be selected to redial. |
| 10 | Kensington lock | Allows locking the device. |
| 11 | TRANSFER | Transfers a call. |
| 12 | HOLD | Places an active call on hold. |
| 13 | Alphanumeric Keypad | Keys for entering numbers, alphabetical letters and symbols (e.g., colons) |
| 14 | Microphone | Allows talking and listening. Network administrators can disable it if required. |
| 15 | SPEAKER | Activates the phone's speaker, allowing a hands-free conversation. |
| 16 | HEADSET | Activates a call using an external headset. |
| 17 | MUTE | Mutes a call. |
| 18 | ▲ VOL ▼ VOL | Increases or decreases the volume of the handset, headset, speaker, ring tone and call progress tones. |
| 19 | x | Cancel an action, such as dialing a number, after beginning it. |
| 20 | --- | Programmable keys, located on each side of the screen, to which you can assign functions. |