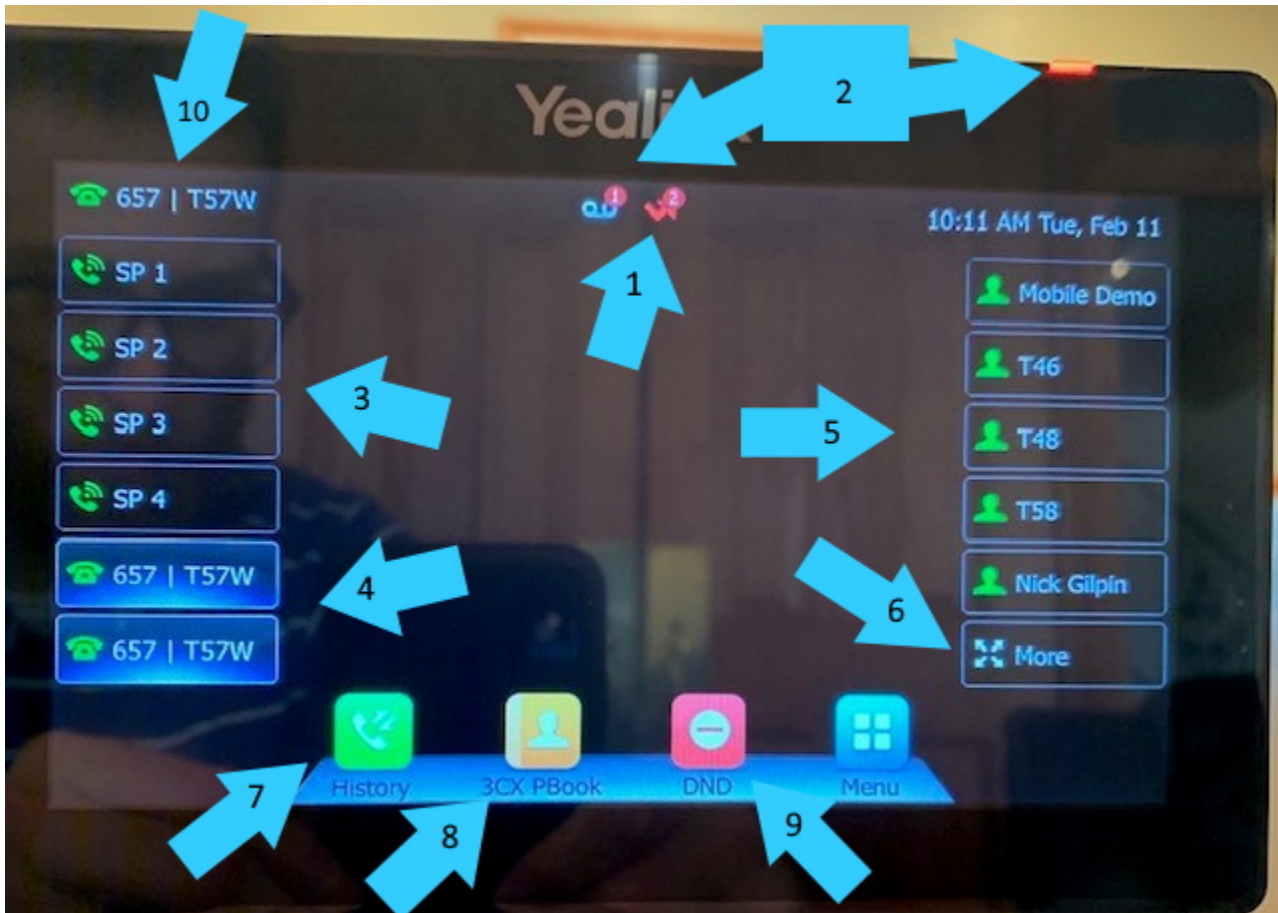
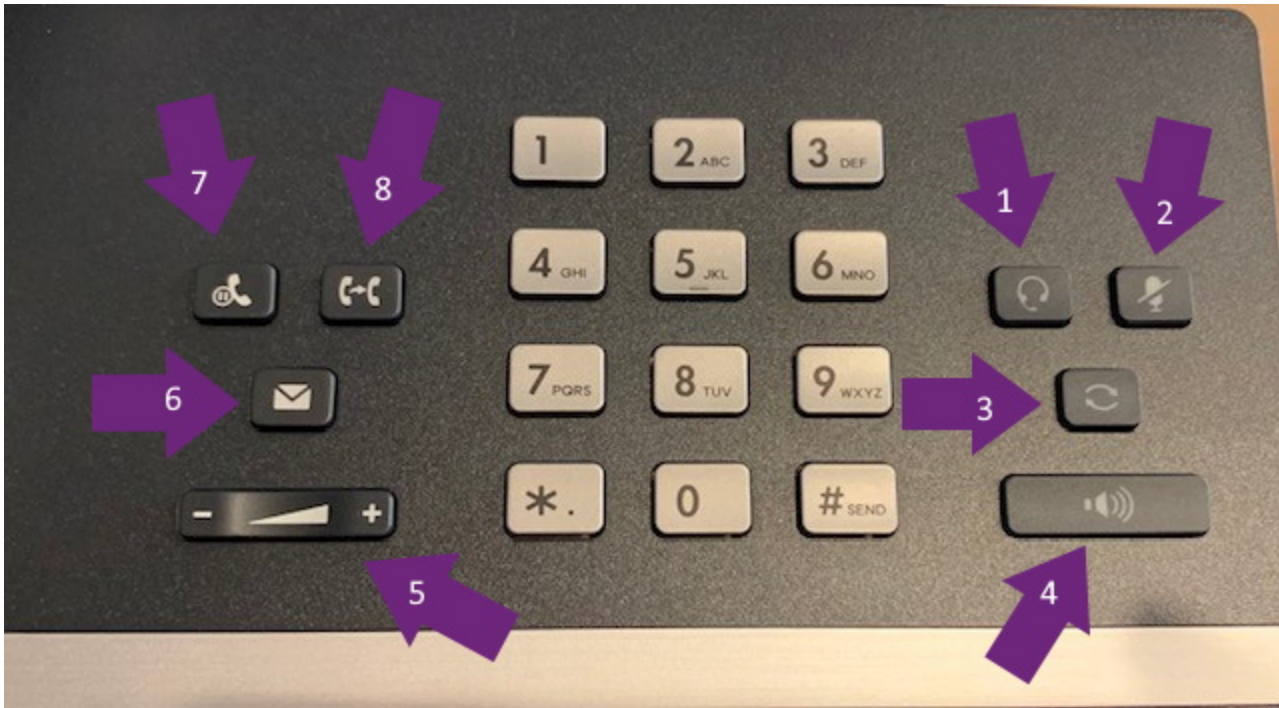


T57w Basics



- **1: Missed call notification:** There will be a red check/arrow and a number showing how many missed calls you have. Press the history key (7), then back to dismiss that notification.
- **2: Voicemail Notification.** A yellow envelope will display and show the number of new voicemails. The indicator light at the top of the phone will flash red if you have a voicemail. That can also be configured to flash for missed calls.
- **3: SP (Shared Park) keys:** Shared Park Keys are used as a global hold for the phone system. When a call is transferred to an available Park key the light will change from green to red on all of the phones and the caller is placed on hold. That call can then be picked up from any phone by pressing that same Park key. To place a call on park, press an available park key that is green. To pick up a parked call, press the red key that the call is parked on.
- **4: Line Keys:** Line keys allow for easy use of multiple lines on your same extension. The light will be green to show which Line key you are currently using. The light will be flashing green if that call is on Hold on your phone. This is different than Park. Using the hold key or switching between your two line keys places the call on hold on your phone. This can only be picked up by pressing the line key that is flashing green.
- **5: BLFs:** Busy Lamp Field keys (Speed dial keys). Press the button to call or transfer to that extension. The button will flash red if that extension is receiving a call and will be solid red if they are on a call.
- **6: BLF Page:** Shows what page is currently being displayed. Press the button to cycle through the pages.
- **7: History:** Press the button below to display call history.
- **8: PBook - Directory:** This displays all of the extensions on the system and any contacts that are shared between the phones. Scroll through or search and press Send to call that contact.
- **9: DND:** Sets phone to Do Not Disturb. By default this will send all calls directly to voicemail.
- **10: Extension and Name:** This displays your extension number followed by your name.



- **1: Headset:** Press this button to toggle between using the handset and headset. If it is green, it is set for headset mode.
- **2: Mute Key:** Will mute the audio sent to the caller from your extension. Press again to un-mute.
- **3: Redial:** Will bring up previously placed calls. Scroll to the call that you want to place again and press the Redial key again.
- **4: Speaker:** Press this key to answer a call directly to speakerphone. Or while using your handset on a call and you wish to move to speakerphone, press the speaker key and put the handset back on the phone.
- **5: Volume:** Use the - and + to adjust the phone's volume. To adjust the volume for the handset, pick up the handset and set to the desired level.
- **6: Message Key:** Press this key to access your voicemail. You will be prompted to enter your voicemail PIN.
- **7: Hold:** Will place a caller on hold on your extension. Can only be picked up from the same extension.
- **8: Transfer:** While on a call press the transfer key followed by the destination to transfer the call. If transferring to an extension that is also a BLF on the phone, there is no need for this key, you can simply press their BLF.