

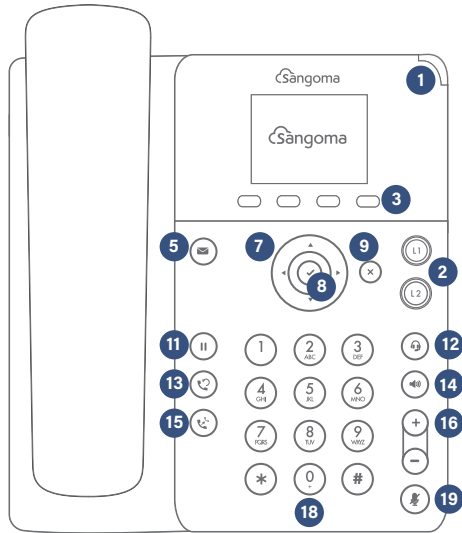


P-Series Desk Phones

Quick Start Guide

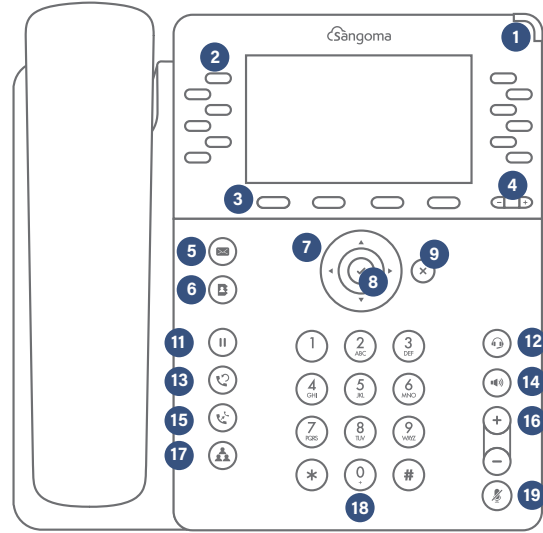
P-Series Desk Phones Quick Start Guide

P310 & P315 Phones



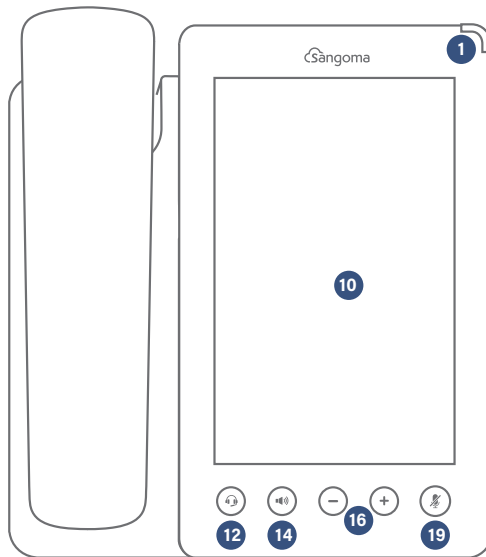
P310 & P315 support 2 line keys.

P320, P325 & P330 Phones

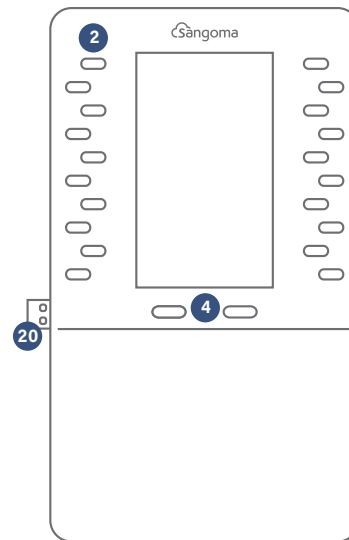


P330 pictured above. The P320 supports 4 line keys, the P325 supports 6 line keys & the P330 supports 12 line keys.

P370 Phone



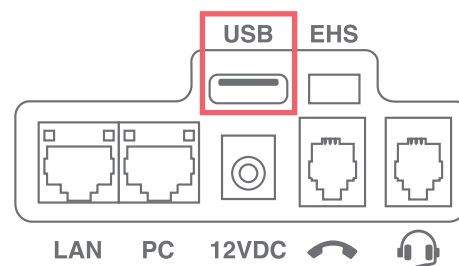
PM200 Attendant Console



Key

- | | | |
|----------------------------------|-------------------|--------------------------|
| 1. Message Waiting Indicator LED | 7. Navigation Pad | 14. Speaker |
| 2. Line Keys | 8. Confirmation | 15. Transfer |
| 3. Soft Keys | 9. Cancel | 16. Volume |
| 4. Page Scroll | 10. Touchscreen | 17. Conference |
| 5. Messages | 11. Hold | 18. Keypad |
| 6. Contacts | 12. Headset | 19. Mute |
| | 13. Redial | 20. USB Uplink Connector |

Rear Connection Points



- Select models only  Handset  Headset

P-Series Desk Phones Features

Phone features may vary based on UC platform and permissions assigned by the Administrator.
Not all phone features are supported on all calling platforms.

Conference (3-Way Call)

During a call, press the Conference soft key. Dial the third participant's number, or use Contacts. Press the Conference soft key to connect all participants. To split a conference into separate calls with each participant, press the Split soft key and select the participant to drop from the call.

Contacts

Contacts are used for rapid dialing, and for finding detailed information about someone. You can use Contacts from within Transfer and Conference. To see the Detail page for a contact, press the Show soft key in a list of contacts. Details include the person's Status. Your contacts can also define your Rapid Dial Keys.

Dialing Calls

Pick up the handset, or press a line key and dial a number. Or, dial a number and press the Dial soft key. You can also use Contacts or Call Log to find the number you want, then press the Dial soft key. If you use Contacts, you can dial a coworker's Voicemail.

Hold

During a call, press Hold. The line key flashes red. Press either the flashing line key or the Resume soft key to resume the call.

Info

Press the Info soft key followed by a line key to display a detail page for that key.

Menu

The menu application is accessed using the Menu soft key. It contains configuration and information screens for your phone.

Park

During a call, press the Park soft key. Then you or a coworker can answer the call from another phone by either dialing that Parking extension or by pressing the Parked Calls softkey and answering the call. From the idle screen: press the More... soft key, then Parked Calls.

Receiving Calls

Pick up the handset, or press a soft key: Answer, Ignore, Transfer, or Send VM. Ignore makes the call stop ringing but uses your Call Rules. Transfer lets you transfer the call. Send VM sends the call to your voicemail regardless of your Call Rules.

Redial

Press the Redial button to redial the last call you made. (If you have multiple lines, Redial automatically uses the correct line.)

Status

Press the Status soft key to change your status. Do Not Disturb sends incoming calls to your voicemail (and declines queue calls). Your coworkers see your Status on their phone or Switchboard. You can use Call Rules to manage incoming calls based on different Status Options.

Transfers

- **Assisted:** During a call, press the Transfer button. Enter a number or press the Contacts soft key to find a number. Press the Dial soft key. When someone answers, inform them of the call to be transferred. Press the Transfer soft key, and the transfer is completed.
- **Unassisted (blind):** During a call, press the Transfer button. Enter a number or press the Contacts soft key to find a number. Press the Transfer soft key, and the transfer is completed.
- **Transfer to Voicemail:** If you used Contacts for a transfer, you can press the Transfer VM soft key instead of Transfer. That transfers the call to that contact's voicemail.

Voicemail

Press the Messages button to dial your voicemail extension, or to load the Visual Voicemail app.