Cisco SPA30X/SPA50XG/SPA514G Instructions

1. **Making Calls**

    i.   Outside Calls

Press **9 WXYZ** and Desired Phone Number ▶ Off-Hook / Or / Press **dial** / Or / Press 🔊 ▶ Talk
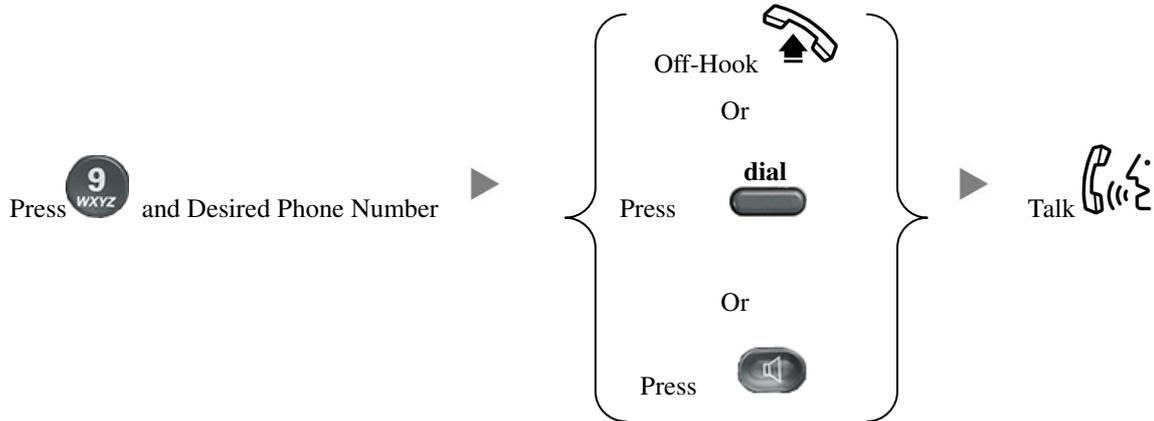
    ii.   Calling Other Extension

Dial Extension Number ▶ Off-Hook / Or / Press **dial** / Or / Press 🔊 ▶ Talk

2. **Answering Calls**

Off-Hook / Or / Press **answer** / Or / Press 🔊 ▶ Talk
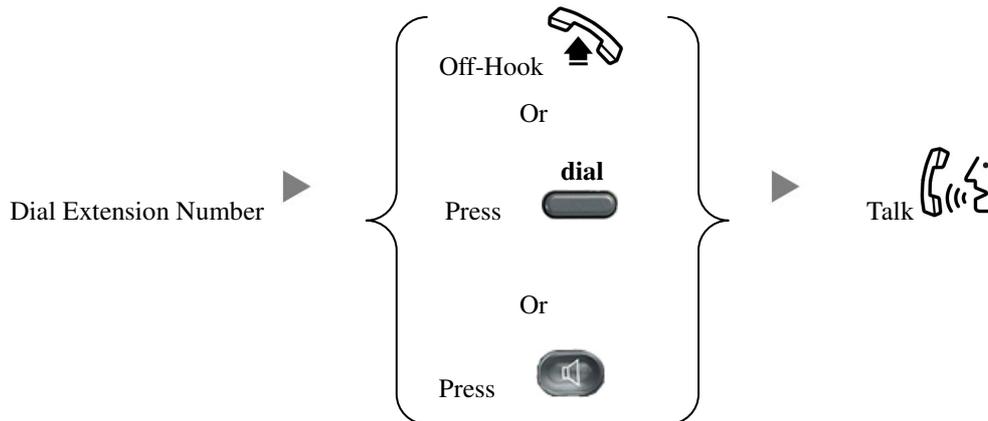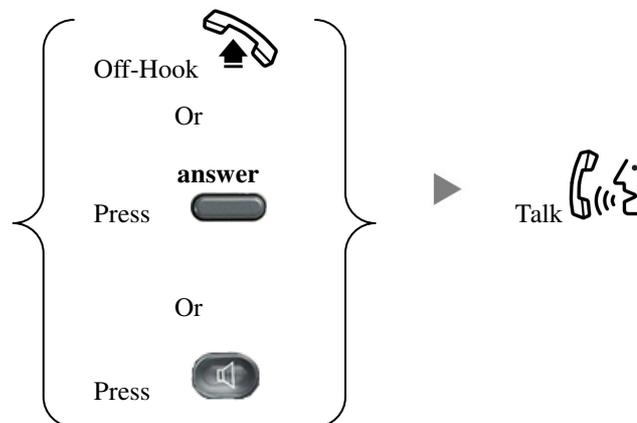
3. Transferring a Call / Call Transfer

i. Blind / Unattended Transfer

During a conservation ▶ Press **bxfer** ▶ Dial Extension Number and **dial**

ii. Supervised / Attended Transfer

During a conservation ▶ Press **xfer** ▶ Dial Extension Number and **dial** ▶

inform the 3rd party about the call you are transferring ▶ Press **xfer**

4. Holding a Call

i. To Hold

During a conservation ▶ Press
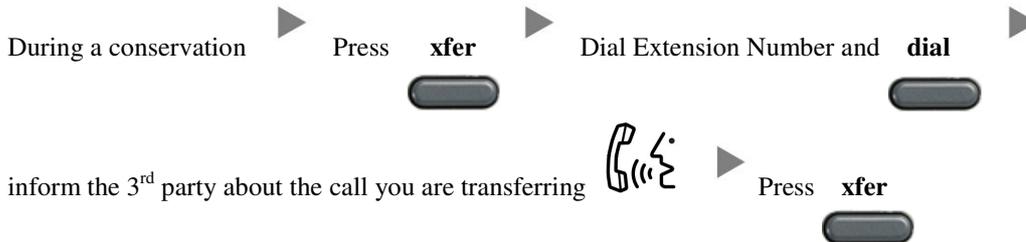
ii. To Retrieve a call (Call Hold retrieve)

Press Flashing Line Key   or
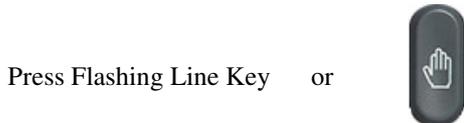
5. Making a conference (Conference Call)

i. To Establish a Conference

During a conservation ▶ Press ▶ Enter 3rd Party's Number ▶ Press **dial** ▶ Press **confLx**

2nd Line Key
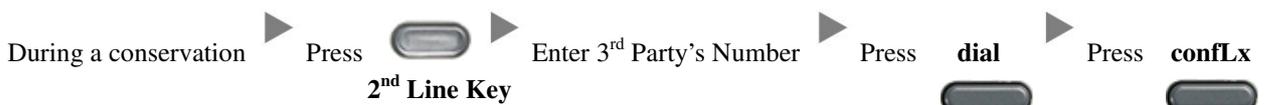
ii. To Leave a conference and talk to the 1st person

During a conference ▶ Press ▶ Press ▶ Press **endCall** ▶ Press

2nd Line Key   **1st Line Key**

iii. To Leave a conference and talk to the 3rd person

During a conference ▶ Press ▶ Press ▶ Press **endCall** ▶ Press

1st Line Key   **2nd Line Key**

iv. To Leave a conference

During a conference ▶ Press **endCall**

6. **Checking Voice Mail**

Press ✉ ▶ Enter Password (if any)

Press **1** to **Listen** Message ▶ Press **5** JKL to **Repeat** Message

Press **6** MNO to **Play Next** Message (if any)

Press **7** PQRS to **Delete/Un-Delete** Message
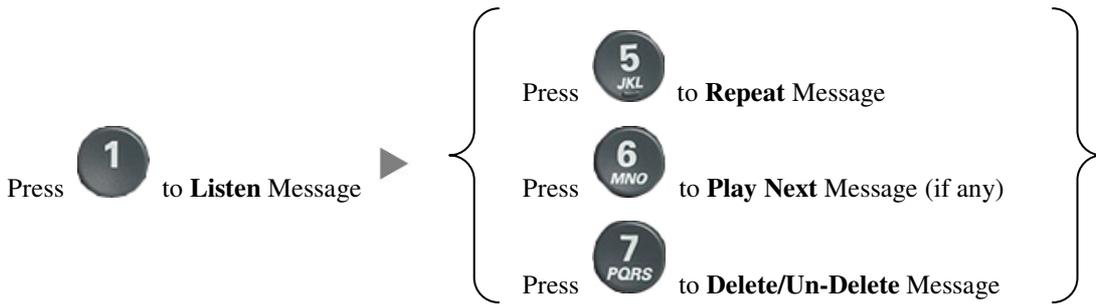
7. **Voice Mail Setup**

Press ✉ ▶ Enter Password (if any)

Press **0** to enter **Mailbox Option** ▶ Press **1** to record **Unavailable** Message

Press **2** ABC to record **Busy** Message

Press **3** DEF to record **Your Name**

Press **4** GHI to record **Temporary** greeting

Press **5** JKL to **Change Password**
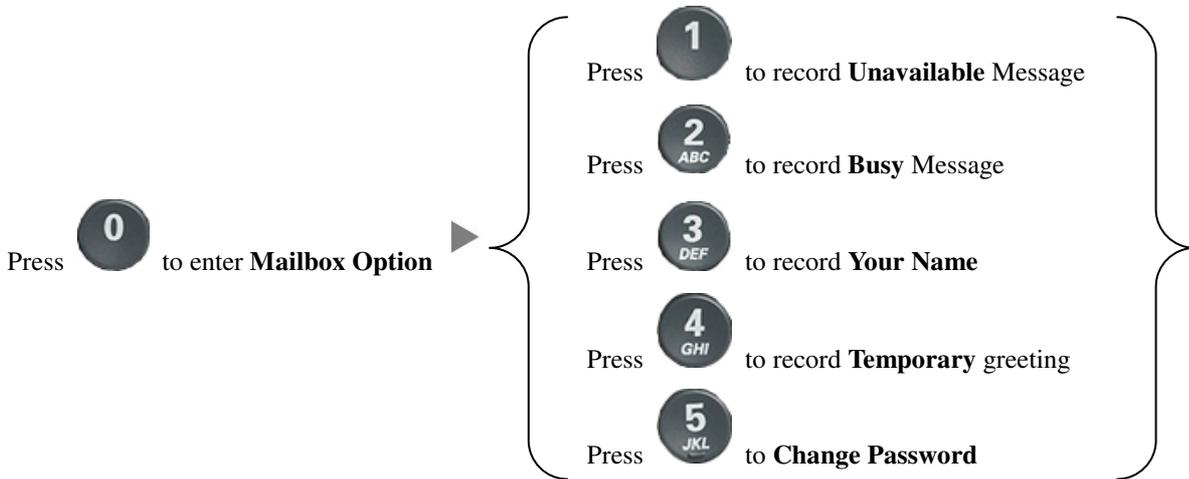
8. **Checking Call History**

i. To check the Dialed Calls

Press **redial**

ii. To check the Answered Calls

Press 🗋 ▶ Choose "Call History" ▶ Press **select** ▶ Choose "Answered Calls" ▶ Press **select**

iii. To check the Missed Calls

Press 🗋 ▶ Choose "Call History" ▶ Press **select** ▶ Choose "Missed Calls" ▶ Press **select**
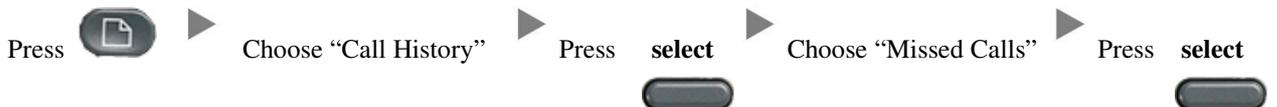
9. Forward Call

i. To set up **Always** Call Forward

Press **cfwd** ▶ Enter the target number (e.g. 108)

ii. To set up **Busy** Call Forward

Press 🗋 ▶ Choose "Call Forward" ▶ Press **select** ▶ Choose "CFWD Busy Number"

▶ Press **edit** ▶ Enter the target number (e.g. 108) ▶ Press **ok** ▶ Press **save**

iii. To set up **No Answer** Call Forward

Press 🗋 ▶ Choose "Call Forward" ▶ Press **select** ▶ Choose "CFWD No Ans Number"

▶ Press **edit** ▶ Enter the target number (e.g. 108) ▶ Press **ok** ▶ Press **save**

iv. To Cancel Call Forwarding

Press 🗋 ▶ Choose "Call Forward" ▶ Press **select** ▶ Choose the appropriate Call Forward mode

▶ Press **edit** ▶ Press **clear** ▶ Press **ok** ▶ Press **save**