



Make Internal Call:

- Dial **[4-digit extension]** and press **[Start Call]** button

Make External Call:

- Dial **[10-digit phone number]** and press **[Start Call]** button

Redial Last Internal or External Number Dialed:

- Press **[Left Softkey]** to select **Options**
- Press **[Left Softkey]** again to select **Redial**

Adjust Volume:

- Speaker Volume: Press the **[▶]** navigation button to increase the volume. Press the **[◀]** navigation button to decrease the volume.
- Ring Volume: While telephone is idle, press the **[▶]** navigation button to increase the volume. Press the **[◀]** navigation button to decrease the volume.

Silence Ringer:

- Press the **[◀]** navigation button to decrease the volume until the display indicates **Ring Volume is Off**. The **ringer off** icon will appear at the top of the display.
- Press the **[▶]** navigation button to increase the volume and enable ringing. The **ringer off** icon will disappear from the top of the display.

Mute Calls:

- Press the **[Mute]** button. The **mute** icon will appear at the top of the display. Press the **[Mute]** button again to unmute the call. The **mute** icon will disappear from the top of the display.

Holding Calls:

- Press the **[Left]** softkey to select **Options**. Press the **[▼]** navigation button to select **Hold**. Press the center **[Select]** button to place the call on hold. The **On Hold** message will appear on the display.
- To pick up call on hold, press the **[Left]** softkey to select **Options**. Press the center **[Select]** button to select **Resume**. The **Connected** message will appear on the display.

Pick Up a Call Ringing at Another Extension:

- Dial **[*12] + [4-digit extension]** and press the **[Start Call]** button

Pick Up a Call Ringing into a Call Pickup Group:

- Dial **[*11]** and press the **[Start Call]** button

Note: Paging is not available on the Cisco SPA 302D Cordless Phone.

Transfer Call:

- Press the **[Left]** softkey to select **Options**. Press the **[▼]** navigation button to select **Transfer**. Press the center **[Select]** button.
- Dial the **[4-digit extension]** to which you would like to transfer the call, wait for the person to whom you are transferring the call to answer, and announce the call
- Press the **[Left]** softkey to select **Options**. Press the **[▼]** navigation button to select **Transfer**. Press the center **[Select]** button to complete the transfer. The **Call is Transferred** message will appear on the display.

Send Caller Directly to Your Voice Mail:

- While telephone is ringing, press **[Right]** softkey to select **Ignore**
Note: Your Call Forward No Answer number must be set to voice mail.

Send Caller Directly to Another User's Voice Mail:

- Press the **[Left]** softkey to select **Options**. Press the **[▼]** navigation button to select **Transfer**. Press the center **[Select]** button.
- Dial the **[*76] + [4-digit extension]**
- When voice mail greeting plays, press the **[Left]** softkey to select **Options**. Press the **[▼]** navigation button to select **Transfer**. Press the center **[Select]** button to complete the transfer. The **Call is Transferred** message will appear on the display.

Make Conference Call (3 party max.):

- With first caller on the line, press the **[Left]** softkey to select **Options**. Press the **[▼]** navigation button to select **Conference**. Press the center **[Select]** button.
- Dial next party **[4-digit extension or 10-digit phone number]**
- When answered, press the **[Left]** softkey to select **Options**. Press **[▼]** navigation button to select **Conference**. Press the center **[Select]** button to join all parties. When you hang up, the conference call is ended for all parties.

Park Call:

- With caller on the line, press the **[Left]** softkey to select **Options**, press **[▼]** navigation button to select **Transfer**, and press the center **[Select]** button
- Dial **[*13]**. You will hear, "Your call will be parked on orbit 1XX."
- Press **[Left]** softkey to select **Options**, press **[▼]** navigation button to select **Transfer**, and press the center **[Select]** button to complete the transfer and park the call. Note the orbit number the call is parked on.

Pick Up Call on Park:

- Dial **[*14] + [orbit number]** of the parked call and press the **[Start Call]** button to retrieve the call

View Call History:

- Press the **[▲]** navigation button to display the **Call History**. Or you may press the center **[Select]** button, select **Call History**, and press the center **[Select]** button again.
- Press **[▲ or ▼]** navigation button to scroll through the list of calls
- Press the **[Start Call]** button to call the phone number, or **[Right]** softkey to go **Back**

For Additional Training and Support

- Visit www.popp.com or call POPP Communications at 763-797-7900