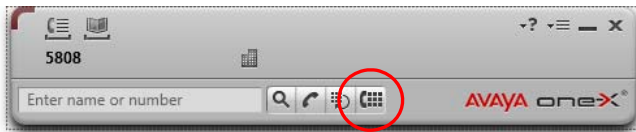


## Using your IP Softphone:

Your IP Softphone will function just like the phone on your desk in the office. To make internal calls (calls within the central office), you can just dial the 4 digit extension of the user you wish to contact. To make external calls, you must first dial a **9** for an external line, and then the area code and phone number of the person you wish to contact.

### Display the Dialpad

The first time you launch your softphone it will look like this:



To display the dialpad, click the 'Show Dialpad' icon on the toolbar

Your phone will now look similar to this:



### IP Softphone Interface



1. Show Call Log
2. Show Contacts
3. Help
4. Menu
5. Name or Number Field
6. Search
7. Place Call
8. Redial
9. Display/Hide Dialpad
10. Call Timer
11. Mute/Unmute Microphone
12. Hold
13. Transfer
14. Hang Up
15. Answer Call
16. Ignore
17. Dialpad
18. Feature Buttons

