6940 **REFERENCE** Guide

universal ComOne

BASIC DEVICE FUNCTIONS / Step-by-step Instructions for Users

1	LCD Touchscreen	**6**	Hold	**11**	Contacts
2	Softkeys	**7**	Mute	**12**	Call History
3	Programmable Keys	**8**	Speaker/Headset	**13**	Voicemail
4	End Call	**9**	Keypad	**14**	Settings
5	Redial	**10**	Handset	**15**	Volume

Make a Call
Lift handset **10** *or* dial 9 **9**
Dial the number

End a Call
Replace the handset **10** *or*
Press **END CALL** softkey **2** *or*
Press ☎ **4**

Answer a Call
Lift handset **10** *or* press 🔊/🎧 **8**

Redialing
Press **REDIAL** softkey **2** once *or*
Press ↺ **5** twice to call last dialed #
Press ↺ **5** once to access **CALL HISTORY**
Swipe up or down on touchscreen **1** to
scroll through recent call list
Press **SELECT** button **4** or **DIAL** softkey **2**

Muting
Press 🔇 **7** to mute handset, headset,
or speaker.
Press 🔇 **7** to unmute

Holding and Resuming
Press ⏸ **6** to hold
⏸ icon flashes on respective **LINE** key
Press ⏸ to resume call. Must be on page 1
to resume call.

Transfer a Call
Press **TRANSFER** softkey **2** Call is on hold ⏸
Dial the number **9** press **TRANSFER**
softkey **2** or hang up to connect

Program a Speed Call Key
Press and hold programmable key **3** (up
to 5 seconds) until **LABEL NAME** field is
displayed
Enter a label in **LABEL NAME** field **3**
Press down ▼ navigation key ❓ to move to
the **NUMBER** field and enter the # using
the keypad **9**
Press **SAVE** softkey **2**

Call Forward - Main Number
Dial #77, your 7-digit main number, 9, 1, area code
and 7-digit number you want to forward to **9**

Call Forward - Extension or DID
Dial #77, your 4-digit extension number
followed by a 4-digit extension number or
9, 1, area code and 7-digit number **9**

Cancel Call Forward
Dial *77 followed by 7-digit main number or
4-digit extension number **9**

Voicemail
Voicemail message is indicated by 📧 icon
displayed in User Interface **1**
Press 📧 **13** to access voicemail (follow
prompts)

Conference a Call
Press the **ADD USER** softkey **2**
Dial the number
Wait for an answer, and press **JOIN CALLS**
softkey **2**
Repeat these steps to include up to
7 other callers

USER INTERFACE / LCD Display

1	Your Directory # Avatar	**5**	Status Indicators
2	Last # Dialed	**6**	Time/Date
3	Prime Line Key	**7**	State-Sensitive Softkeys
4	Programmable Key Page Indicator	**8**	Programmable Keys

STATUS INDICATORS / Displayed in User Interface

🖧	Network Connected	📲	Call Forward Always
🖧	Attempting Connection	📲	Missed Calls
🖧	Disconnected	⛔	Do Not Disturb
⁑	Bluetooth Enabled	👤	Hotdesk User
🎧	Headset Connected	🔋	Handset Battery
📱	Mobile Phone Connected	📧	Voicemail Pending