Spectralink 8440 Quick Reference Guide

Placing a Call

Internal

1. Scroll to the icon from the Home screen
2. Press
3. Select **Contact Directory**
4. Press
5. Scroll to the contact wish to call and press

External

1. Press any number on the keypad to open the dialer
2. Dial the complete number
3. Press

Answering a Call

1. Press
2. Alternatively, press the **Speaker** soft key, and press **Speakerphone**
3. To end a call, press

Holding and Muting

1. To place a call on hold, press the **Hold** soft key
2. To resume the call, press the **Resume** Softkey
3. To mute your voice, press the **Mute** soft key
4. To Unmute, press the **Unmute** soft key

Silencing/Rejecting Calls

1. To silence an incoming call, press the **Ignore** soft key
2. To reject a call, press to send the call directly to voicemail

Transferring Calls Attended

1. Press the **Transfer** soft key during a call
2. Enter the number you wish to transfer the call to
3. Press the **Transfer** soft key to complete the transfer

Transferring Calls Blind

1. Press the **Features** soft key during a call, then select **Blind Transfer**
2. Enter the number you wish to transfer the call to
3. The transfer has been completed

Conference Calls

1. While on an active call, press the **Features** soft key, then select **Conference**
2. Enter the number of the second party
3. When the second party answers, press the **Confrnce** soft key to join all parties

Holding a Conference Call

1. To place a conference call on hold, highlight the **Active: Conference**
2. Select the **Hold** soft key
3. If hold music is enabled, placing conference on hold will allow music to be heard by the other conference participants
4. Press the **Resume** soft key to change the call back to active status

Ending a Conference Call

1. To exit a conference call, highlight the **Active: Conference**
2. Press
3. The other parties will remain connected

Forwarding Extension

1. Select the **Features** soft key
2. Select **Forward**
3. Press or to highlight the desired forwarding type, then press
4. Enter the forwarding number
5. Press **Enable**

Setting up Voicemail

1. Scroll to the icon from the Home screen or dial *123 to access the message center
2. Initial password is your extension
3. Record your name, then unavailable message (busy message currently not supported by Fuze)
4. Change password

Searching for Contact

1. Scroll to the icon from the Home screen
2. Press or to select **Contact Directory** to access the directory
3. Press the **Search** soft key
4. Enter the first few characters of contact's name
5. Press the **Search** soft key again

Adding a Contact

1. Scroll to the icon from the Home screen
2. Press or to select **Contact Directory** to access the directory
3. From the Contact Directory, Press the **Edit** soft key
4. Select **Add**
5. Add the new contact information
6. Press the **Save** soft key
7. Press the **Home** soft key to return to the Home screen

Editing a Contact

1. Scroll to the icon from the Home screen
2. Press or to select **Contact Directory**
3. From the Contact Directory highlight a contact and press the **Edit** soft key
4. Select **Change**
5. Make the necessary changes
6. Press

Do Not Disturb (DND)

1. From the Home screen, select the icon
2. **Press** or to highlight and select **Feature Settings**
3. Select **Do Not Disturb**
4. Press
5. Press the **Enable** soft key

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