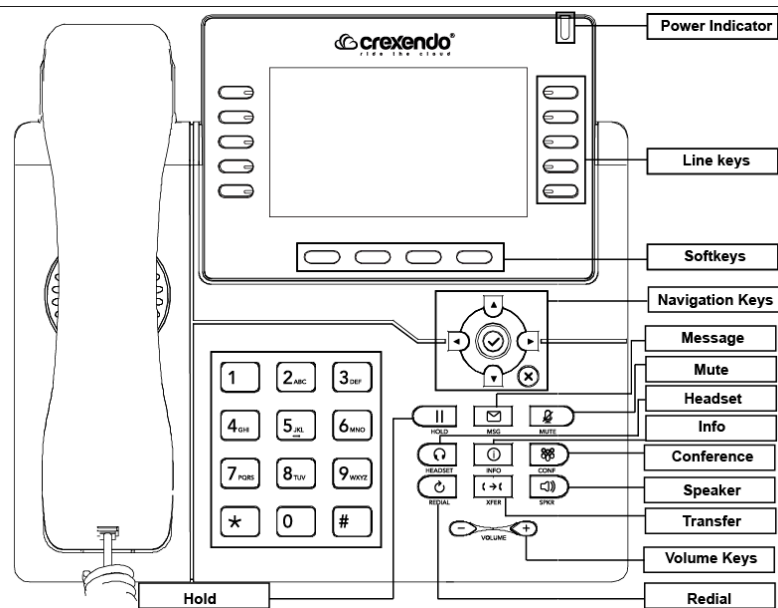


Hardware Overview



LEDs

1) **Power Indicator:** Steady green when power is on, blinking green when a call is ringing.

2. Line Keys

Steady green: During a conversation, or after handset is picked up prior to making a call.

Blinking red: A call is ringing.

Off: Line is Idle (not in use).

Place a call

Three ways to make a call:

1) **Handset:** Pick up the handset; enter the number, and then press the **Send** softkey or press **#**.

2) **Speaker:** Press **[Speaker]** or the line keys; enter the number, and then press the **Send** softkey or press **#**.

3) **Headset:** Press **[Headset]**; enter the number, and then press the **Send** softkey or press **#**.

Note: You can also use Contacts or Call log to dial the number you want.

Place the call using one of the three ways mentioned above.

End a call

To end a call in three different modes:

1) **Handset:** Hang up the handset or press the **Cancel** softkey.

2) **Speaker:** Press **[Speaker]**, or press the **Cancel** softkey

3) **Headset:** Press the **Cancel** softkey.

Answer a call

1) **Handset:** Pick up the handset;

2) **Speaker:** Press **[Speaker]**;

3) **Headset:** Press **[Headset]**.

Note: You can also reject the call using Reject soft key.

Redial

Press **[Redial]** to redial the last call that was dialed.

Hold

Press **[Hold]** or press the **Hold** softkey during a call to place the caller on hold.

Press **[Hold]** or **Resume** softkey or blinking line key to resume the call.

Call Transfer

Blind Transfer

a. Press **[Transfer]** or **Transfer** softkey during a call. The caller will be placed on hold.

b. Enter the number that the call is to be transferred to.

c. Press **[Transfer]** or the **Transfer** softkey to complete the transfer.

Attended Transfer

a. Press **[Transfer]** or **Transfer** softkey during a call. The caller will be placed on hold.

b. Enter the number the call is to be transferred to, and press the **Send** softkey or **#**.

c. When the person answers, make the introduction, then press **[Transfer]** or **Transfer** softkey.

Transferring a call directly to another extension's voice mailbox

a. Press **[Transfer]** or **Transfer** softkey during a call. The caller will be placed on hold.

b. Enter *10 plus the extension of the voice mailbox the call is to be transferred to.

c. Press **[Transfer]** or the **Transfer** softkey to complete the transfer.

Call Conference

a. Dial the first party. When they answer, press **[Conference]** or **Conference** softkey.

b. Dial the second party. After they answer, press **[Conference]** or **Conference** softkey again. All parties will now be connected.

c. To add more parties (up to 4), repeat step b.

Call Mute

Press **[Mute]** to mute the microphone during the call

Press **[Mute]** again to un-mute the conversation.

Checking Voicemail

From your phone

- Lift the handset and press the **Message** button.
- Follow the voice prompts to enter your Password (PIN)

OR

- Lift the handset and dial your Company's VM Extension
- Enter Password (PIN)

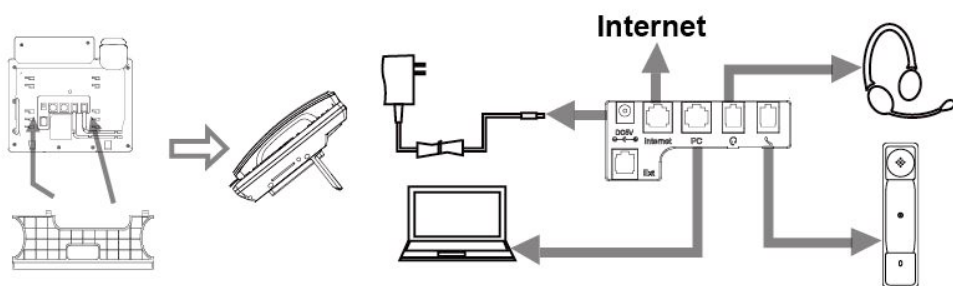
Using Crexendo Web Portal

- Log into your Crexendo Web Portal.
- Double-click the message to play through your PC's speakers.

Using PSTN

- Dial the 10-digit number assigned to your phone and wait for your voicemail greeting.
- Press * on hearing the greeting and enter your password (PIN) when prompted.

Assembly

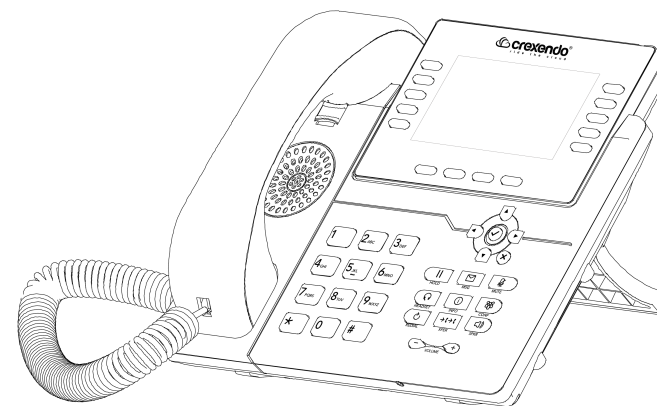


Note: Internet port is colored yellow. Handset port is colored gray.

Support Contact

- Contact your company's phone system administrator for first-tier answers and troubleshooting
- The Crexendo Cloud Communications Professional Support Team is ready to help. To contact support, send an e-mail to support@crexendo.com or call 855.211.2255

Enterprise IP Phone



Quick Reference

For

CX430