Display
Navigation Button
Left Soft Key
Right Soft Key
Dial/Answer Button
End Call
Hold for Voicemail
Select Button
Speakerphone
Mute
Key Pad

Cisco SPA 302D (Wireless DECT Handset)

The Cisco SPA 302D Wireless DECT Handset works in conjunction with the Cisco SPA 232D Wireless DECT Base Station to provide high quality wire-free calling within the office or retail environment.

Using Your Wireless Phone

To place a call:

• Dial the number and press the **Call** soft key OR

• Dial the number and press the green phone button OR

• Dial the number and press the speakerphone button

To answer a call:

• Press the **Answer** soft key OR

• Press the green phone button OR

• Press the speakerphone button

To send a call to voicemail without answering:

• When a call is ringing, press the **ignore** soft key

To end a call:

• Press the red phone button

Transfer a Call

To transfer a call, use the following instructions while on an active call.

Step 1   Press the **Options** soft key.

Step 2   Use the Navigation button to scroll down to **Transfer**, then press the **Select** soft key. Your caller will be placed on hold and you will receive a new dial tone.

Step 3   Dial the number or extension to which you are transferring the call, then press the green phone button.

Step 4   Wait until the other party answers, announce the call, then press the Options soft key, use the Navigation button to scroll down to **Transfer**, and press the **Select** soft key to connect the call. The phone will display, "Call is Transferred" upon successful completion.

NOTE: If you misdial the destination number/extension, you may press the red phone button to end the new call, then restart the transfer process from Step 1. There is no need to resume the call before restarting the transfer.

NOTE: When using the Options soft key, please wait for the menu to display before pressing any additional buttons. Sometimes the menu will take slightly longer to display than normal, especially when you have an active call.

Transfer a Call Directly to Voicemail

Step 1   Initiate a transfer.

Step 2   **Dial *55** and follow the recorded prompts.

Call Hold

Place a call on hold and answer it later.

Step 1   Press the **Options** soft key.

Step 2   Use the Navigation button to scroll down to **Hold**, then press the **Select** soft key. Your caller will be placed on hold.

Step 3   Press the **Options** soft key, use the Navigation button to scroll down to **Resume**, then press the **Select** soft key to resume your call.

Call Park

Use Call Park to put a call on hold and then allow another user to pick up and continue the conversation on another phone using Call Park Retrieve.

To park a call:

Step 1   Initiate a transfer.

Step 2   Dial ***68** and wait for the prompts.

Step 3   At the prompt, enter the extension where you want to park the call or press **#** to park it at your own extension, and then hang up.

To retrieve a call:

Step 1   Dial ***88** and wait for the prompts.

Step 2   Enter the extension where the call is parked or press **#** to retrieve it from your own extension.

N-Way Conferencing

Join three or more parties (max 15, including yourself) in an instant conference call. To initiate an N-Way Conferencing, use the following instructions while on an active call:

Step 1   Press the **Options** soft key.

Step 2   Use the Navigation button to scroll down to **Conference**, then press the **Select** soft key. Your caller will be placed on hold and you will receive a new dial tone.

Step 3   Dial the number of the next party you want to join the call, and then press the green phone button.

Step 4   When your party answers, press the **Options** soft key, use the Navigation button to scroll down to **Conference**, and press the **Select** soft key to create a 3-way conference call. When successful, all three parties will be able to talk to each other.

Step 5   Repeat steps 1 through 4 for each additional party you want to join the call.

NOTE: Once a 3-way call has been established, the conference participants will not be placed on hold, but will instead be able to continue talking to each other while you add each new participant.

NOTE: If you hang up before the other parties on the N-way conference call, the system will join the other callers until they individually hang up.

Temporarily Forward Your Calls to Another Number

Step 1   Dial ***72** from your phone.

Step 2   Enter the phone number to forward to.

Step 3   When the system announces, "Your Call Forwarding Always service has been activated successfully," hang up.

Step 4   To deactivate Call Forwarding, dial ***73** from your phone.

Step 5   When the system announces, "Your Call Forwarding Always service has been deactivated successfully," hang up.

Reboot Your Phone

Rebooting may be necessary if your phone loses its connection. Rebooting is also recommended as a first step when troubleshooting connectivity issues. To reboot the base station (SPA 232) simply disconnect the power supply from the base station, wait 30 seconds, and then reconnect the power supply. To reboot the handset (SPA 302), remove the battery cover, then remove the batteries, wait 30 seconds, and then replace the batteries and battery cover.