

Sangoma Phone Cheat Sheet

- **Making a call** – Lift the handset, press the speaker key, or simply start dialing the number you wish to call. If the call doesn't automatically dial, then press the **Dial** softkey.
- **Making an emergency call** – Simply dial 911.
- **Answering a call** – Lift the handset or press the speaker key; If a wireless headset is in use, a call can be answered from it.
- **Parking a call** - During a call, press the **Park** button. To unpark a call, press **Park 1** or **Park 2** and select the call.
- **Transferring a call** – During a call, press the **Transfer** button. The current call is put on hold. Dial the extension number for the transfer or press the contacts soft key to navigate the Directory. Press **Transfer** again when you are ready to complete the transfer.
- **Viewing Call History** – Press the **Call Log** button. Calls are displayed by category (All Calls, Missed Calls, Dialed Calls). Press the left or right arrow keys to switch categories.
- **Accessing Voicemail** (for the first time) - Dial 899 and enter password 1379. After configuring your voicemail greeting you simply press the messages button to access voicemail.
- **Training videos** - Can be accessed by navigating to

<https://sangomakb.atlassian.net/wiki/spaces/Phones/pages/389054558/Sangoma+P320+P325+and+P330+Phone+Video+User+Guide>

