4602/4602SW IP Telephone
Quick Reference

When lit or flashing, you have a Voice Mail message waiting.

1st Line button

2nd Line button

The two Line (call appearance) buttons are dedicated to incoming and outgoing calls.

Turns the Speaker on/off.

Mutes your side of the call so the party at the other end cannot hear you.

Display area with two lines of 24 characters each.

Places a call on Hold.

Accesses your voice messaging system.

Transfers a call to another phone.

Sets up conference calls with more than one other person. With the phone on-hook, also used to select a personal ringing pattern.

Drops the last person added to a conference call.

With the handset off-hook, redials the last number dialed from the phone.

Adjusts the handset, Speaker, or ringer volume, depending on which item is in use.

Standard 12 button pad for dialing phone numbers.

Making and Receiving Calls:

● To make a call, pick up the handset or press the **Speaker** button and dial your party.
- **or** -
Pick up the handset and press **Redial** to call the last person you dialed.

● To receive a call, pick up the handset and if necessary, press the **Line** button indicated on the display.