


Placing a Call

Using the Handset:

1. Pick up the handset
2. Enter the number
3. Press **Send**

Using the Speaker Phone:

1. Press 
2. Enter the number
3. Press **Send**

Answering a Call

Using the Handset:

1. Pick up the handset

Using the Speakerphone:

1. Press 


* You can reject an incoming call by pressing the **Reject** soft key.

Ending a Call



Using the Handset:


1. Hang up or press **End Call**

Using the Speakerphone:

1. Press  or press **End Call**

Redial


1. Press  to enter the Placed Calls List.
2. Press **▲** or **▼** to select the desired entry.
3. Press  or the **Send** Key.


*Press  twice when the phone is idle to redial the last number.

Missed calls

1. Press the view soft key
2. Press **▲** or **▼** to select the desired entry.
3. Press the **Send** key

Call Mute / Un-Mute

Press  to mute the microphone during a call.

Press  again to un-mute the call.

Call Hold & Resume

Place Call on Hold: Press the **Hold** soft key during an active call

Resuming a call do one of the following: Press the **Resume** soft key

If more than one call is on hold, press **▲** or **▼** to select the call, then press **Swap**.

Call Transfer

Blind Transfer

1. Press the **Trans** Soft key during a call.
**The call is placed on hold.*
2. Enter the number you want to transfer to.
3. Press the **B Trans** Soft Key to transfer the call or simply hangup.

Semi-Attended Transfer

1. Press the **Trans** Soft key during a call.
**The call is placed on hold.*
2. Enter the number you want to transfer to and # or **Send**
3. After the user answers press the **Trans** Soft key.

Attended Transfer

1. Press the **Trans** Soft key during a call.
**The call is placed on hold.*
2. Enter the number you want to transfer to and # or **Send**
3. Once the user you called is ready to accept the call press the **Trans** Soft key.

Call Forwarding

1. Press the **Menu** soft key when the phone is idle.
2. Select **Features** ► **1. Call Forward**.
3. After you have selected the desired forward type, press OK
 1. **Always Forward** – Incoming calls are forwarded unconditionally
 2. **Busy Forward** – Incoming calls are forwarded when the phone is busy
 3. **No Answer Forwarding** – Incoming calls are forwarded after not being answered after a period of time.
4. Press the **switch** soft key to enable then press ▼ to enter the number you would like to forward to
5. Press the **Save** soft key to accept the changes.

3-Way Call Conference

1. Press the **Conference** soft key during an active call. **The call is placed on hold.*
2. Enter the number of the second party, then press the **Send** soft key
4. Press the **Conference** soft key once the second party answers. **All parties are now active.*
5. Press the **More** soft key and then the **End Call** soft key to disconnect all parties or just hang up.

Ring Tones

1. Press the **Menu** soft key when the phone is idle.
2. Select **3. Settings** ► **1. Basic Settings** ► **4. Sound** ► **1. Ring Tones**
3. Press ▲ or ▼ to select **1. Common** and press **Enter**
4. Press ▲ or ▼ to select the desired ring tone.
5. Press the **Save** soft key to accept the change.

Voice Messaging

The Message Waiting Indicator, lights up when messages are waiting in the message center.

Please submit a Technology Work Order to receive your initial password.

Press 

Follow the voice prompts to listen to your voice message.

Voice Mail Menus

- 1 – Listen to new Messages
- 5 – Advanced options
- * – Exit

During the Message Menu Press

- 1 – Listen to the message
- 2 – Save Message
- 5 – Return the call
- 7 – Erase Message
- 8 – Forward the message to another ext.
- 9 – Forward to email

Advanced options (5 from the main menu)

- 1 – Record greeting (can do up to 9 different recordings)
- 2 – Choose greeting
- 3 – Record name
- 6 – Change password
- 0 – main menu