


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

Semi-Attended Transfer

1. Press the **Transfer** 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 person answers press the **Transfer** Soft key.

Attended Transfer

1. Press the **Transfer** 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 person you called is ready to accept the call press **Transfer**.

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 **Basic icon** ► **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.

The Default Voicemail Password is 362673#

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