

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, and then tap the desired entry.
2. Press  twice when the phone is idle to dial out the last dialed 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 or tap  during an active call

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

If there is more than one call on hold, tap the call you want to resume, and press  or tap the Resume soft key

Call Transfer

Blind Transfer

1. Press the Transfer soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press the BTransfer soft key

Semi-Attended Transfer

1. Press the Transfer soft key during an active call. The call is placed on hold..
2. Enter the number you want to transfer to, and then press Send
3. Press the Transfer soft key when you hear the ring-back tone

Attended Transfer

1. Press the Transfer soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press Send.
3. Press the Transfer soft key when the second party answers

Call Forwarding

1. Press the Menu soft key when the phone is idle, and then select Features->Call Forward.
2. Select the desired forward type:
 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.
3. Enter the number you want to forward to. For No Answer Forward, press  or  to select the desired ring time to wait before forwarding from the After Ring Time field.
4. Press the Save soft key to accept the change

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, and 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 **End Call** soft key to disconnect all parties or just hang up.
- Note: You can split the conference call into two individual calls by tapping the Split soft key.

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

