



Turning On/Off

Turning On:

1. Press 

Turning Off

1. Press and hold 


Answering a Call

1. Press the Accept soft key
2. Press  or 
3. Press  or 
4. Press 







* You can ignore an incoming call by pressing the Silence soft key

Ending a Call





Using the Handset:

1. Press 


Redial


1. Press  or  when the handset is idle
2. Press  or  to select the desired entry.
3. Then press  or 

Placing a call from Call History

1. Press the **History** soft key when the handset is idle, and then select the desired call history list
2. Press  or  to select the desired entry.
3. Press  or  to dial out

Call Mute / Un-Mute

Press  during a call to mute the call

Press  again to un-mute the call

Call Hold & Resume

Place Call on Hold: Press the **Options** soft key during an active call and then select **Hold**

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




If more than one call is on hold, press the Resume soft key to resume the current call. Press the **Swap** soft key to swap between calls.

Call Transfer




Blind Transfer

1. Press the **Options** Soft key during a call, and then select **Transfer**
**The call is placed on hold.*
2. Enter the number you want to transfer to.
3. Press the **Transfer** Soft

Semi-Attended Transfer

1. Press the **Options** Soft key during a call, and then select **Transfer**
**The call is placed on hold.*
2. Enter the number you want to transfer to.
3. Press  ,  or  to dial out.
4. Press the Transfer soft key when you hear the ring-back tone.

Attended Transfer

1. Press the **Options** Soft key during a call, and then select **Transfer**
**The call is placed on hold.*
2. Enter the number you want to transfer to.
3. Press  ,  or  to dial out.
4. Press the Transfer soft key after the call is answered

Call Forwarding

1. Press the **OK** key to enter the main menu, and then select **Call Features->Call Forward**.
2. Press **▲** or **▼** to highlight the desired line, and then press the **OK** soft key.
3. Press **▲** or **▼** to highlight the desired forwarding type, and then press the **OK** soft key
 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. Select **Enabled** from the **Status** field
5. Enter the number you want to forward the incoming calls to in the **Target** field
For No Answer Forward, press **◀** or **▶** to select the desired ring time to wait before forwarding in the **After-Ring time** field
6. Press the **Save** soft key to accept the change

Ring Tones

1. Press the **OK** key to enter the main menu
2. Select **Settings > Audio > Ring Tones > Melodies**
3. Press **▲** or **▼** to highlight the **Intercom Call** option or the desired line
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 

Arrow down to the envelope on the screen and press the select soft key
Enter your passcode
Follow the menus below

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