

PLACING A CALL
Using the Handset: Pick up the handset, and then dial the number. Or, dial the number first, and then pick up the handset.
Using the Speakerphone: Press the Speaker key, then dial the number. Or press the Line key and dial the number. (there may be up to a 4 second delay before the phone starts the call)
ANSWERING A CALL
Handset: Pick up the handset.
Speakerphone: Press Speaker or Line key, or the Answer soft key.
<i>**Incoming calls may be denied by pressing the Reject soft key during ringing.** The call will go to Voice Mail</i>
ENDING A CALL
Depending on the call mode Press: Speaker or hang up the handset. Or, Press the EndCall soft key
REDIAL
Press the Redial key to dial the most recently dialed number, or use *69
CALL HOLD AND RESUME
During a call press the Hold button. To resume the call, press the Resume soft key, the Line key, or the Hold button
CALL TRANSFER
During a call press the Trnsfr soft key (the active call is placed on hold).
<i>** Two transfer types are available: Normal and Blind **</i>
Normal: Dial the extension of the party to which you want to transfer the call, press Dial or # .
After speaking with the second party press the Trnsfr soft key to complete the transfer.
Blind: Place a call to the party to which you want to transfer the call, press Dial or # , then hang up
VoiceMail: press the Trnsfr key, press Blind , then dial *99 and the number you wish to transfer the call to, followed by the # key.
LOCAL CONFERENCE CALLS
To create a three way local conference call:
1. Connect to the first party.
2. Press the Conference button or the Confrnc soft key to create a new call (the active call is placed on hold).
3. Dial the number that you would like to conference in and press Send to place a call to the second party.
4. When the second party answers press the Confrnc soft key again to join all parties in the conference.
Terminate a conference call by pressing End Call soft key
<i>Conference Behavior:</i>
<ul style="list-style-type: none"> • Placing the conference call on hold will place the other conference parties on hold.

CALL FORWARD
To enable call forwarding:
1. Press the Forward softkey
2. Next, enter the destination number. (number you are forwarding to), then press #
3. To disable call forwarding: press the Forward softkey.
** Call forwarding is set as Call Forwarding Always – all calls will forward to the number you set.
** Call forwarding can be enabled/disabled by using the feature access code, *74
VOICE MAIL
A voice mail icon on the screen and a stutter dial tone indicate one or more new voice mail messages. DEFAULT VOICEMAIL PASSWORD IS 362673
To listen to voice messages:
1. Press the Vmail soft key
2. Enter your password, followed by #. Follow the voice prompts
** You can also access voicemail by pressing *97
VOICE MAIL MENUS
Main Menu
Hear new messages - Press 1
Advanced Options - Press 5
Exit Voicemail – Press *
During Message Menu
While listening to a message press:
Listen to the message from the beginning – Press 1
Save Current Message – Press 2
Return the call – Press 5
Delete message – Press 7
Forward the message – Press 8
Forward the message to your email – Press 9
Advanced Options
Record greeting (can record up to 9 different greetings) - Press 1
Choose the greeting – Press 2
Record Name – Press 3
To change password – Press 6
To go back to the main menu – Press 0