

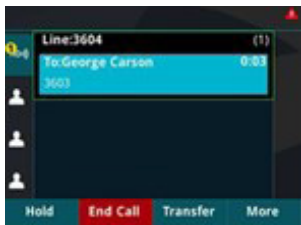
LINES SCREEN



Displays phone lines, favorites, and conditional soft keys.

Available anytime.

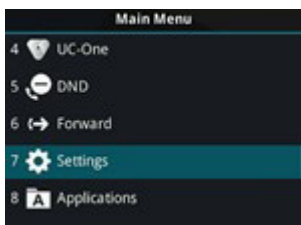
CALLS SCREEN



Displays all active and held calls.

Available when you have active or held calls in progress.


MAIN MENU SCREEN



Displays menu options for settings and device information.

Available anytime.

SWITCH BETWEEN SCREENS

Press  to toggle between the Main Menu, Lines, and Calls screen.

PLACE CALLS


You do not need to dial 9 or any other prefix to place an outbound call.

Using the handset

Dial the number you are calling then pick up the handset.

Note: You may place a call by picking up the handset before dialing. Just be aware, the system will attempt to complete the call after a slight pause in entering digits on the dialpad.

Using the speakerphone


With the handset in the cradle, dial the number you are calling then press  or the **Send** soft key.

ANSWER CALLS

Using the handset

When a call comes in, pick up the handset.

Using the speakerphone


When a call comes in, press , the blinking line key, or the **Answer** soft key.

Answer a second call

When a second call comes in, press the **Answer** soft key or the blinking line key. The active call is automatically placed on hold.



HOLD AND RESUME CALLS

Place a call on hold

Press  or the **Hold** soft key during an active call. The line key controlling that call will blink.


Resume a held call

Press the blinking line key or the **Resume** soft key.


Note: If you have more than one call on hold, press  or  on the navigation dial to select the desired call before pressing the **Resume** soft key.

VOICEMAIL


Set up voicemail

If voicemail is available for your extension, the system will walk you through your voicemail setup the first time you press the  button.

Check voicemail from your phone

Once you have set up your voicemail, press the  button and follow the prompts.

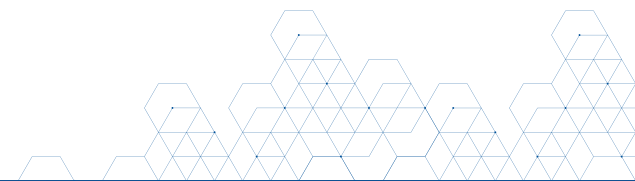
MUTE AND UNMUTE MICROPHONE

Press the microphone mute button  to mute the microphone during a call.

RECENT CALLS LIST

Press the **Calls** soft key to access your recent calls list.

Note: Pressing the **Calls** soft key will clear the **Missed Call** alert.



TRANSFER CALLS

Blind transfer

To send a call directly to a recipient without speaking to the recipient first.

1. When you are on an active call, press **☎☎** or the **Transfer** soft key. The call is automatically placed on hold.
2. If you see the **Blind** soft key, press it. If you do not see the **Blind** soft key, it is already selected. Proceed to step 3.
3. Dial the recipient's extension or number.
4. Wait for the transfer to complete or press **Send**.

Consultative transfer

To speak to the transfer recipient before sending the caller through.

1. When you are on an active call, press **☎☎** or the **Transfer** soft key. The call is automatically placed on hold.
2. If you see the **Consultative** soft key, press it. If you do not see the **Consultative** soft key, it is already selected. Proceed to step 3.
3. Dial the recipient's extension or number.
4. Wait for the call to complete or press **Send**.
5. After you have spoken with the recipient and are ready to complete the transfer, press **☎☎** or the **Transfer** soft key again.

Direct to voicemail transfer

If you see a **VMxfer** soft key when you are on an active call:

1. Press the **VMxfer** soft key.
2. Dial the recipient's extension.
3. Press **Enter**.

To transfer a caller directly to the voicemail of a recipient with a 4-digit internal extension if you do not see a **VMxfer** soft key when you are on an active call:

1. Press **☎☎** or the **Transfer** soft key. The call is automatically placed on hold.
2. If you see the **Blind** soft key, press it. If you do not see the **Blind** soft key, it is already selected. Proceed to step 3.
3. Dial *90 followed by the recipient's extension or number.
4. Wait for the transfer to complete or press **Send**.

To transfer a caller directly to the voicemail of a recipient with a 5-digit or 6-digit internal extension if you do not see a **VMxfer** soft key when you are on an active call:


1. Press **☎☎** or the **Transfer** soft key. The call is automatically placed on hold.
2. If you see the **Blind** soft key, press it. If you do not see the **Blind** soft key, it is already selected. Proceed to step 3.
3. Dial * followed by the recipient's extension or number.
4. Wait for the transfer to complete or press **Send**.


Cancel a transfer

Press the **Cancel** soft key at any point prior to completing a transfer to return to the original call.

Note: You may need to press **More** to see the **Cancel** soft key.

MUTE AND UNMUTE MICROPHONE

Press the microphone mute button  to mute the microphone during a call.

Press the microphone mute button  again to unmute the microphone during a call.

MAKE A CONFERENCE CALL

1. Press the **Confrc** 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 or wait for the call to complete.
3. Press the **Confrc** soft key again when the second party answers. All parties are now joined in the conference.
4. Press the **End Call** soft key to disconnect all parties.

Note: You may need to press **More** to see the **Confrc** and **Split** soft keys.