Logging In/Out

· Press **Log In/Out** key to **log in**
· Press **Log In/Out** key, then press **1** to **log out**

Off Duty

· If you are walking away from your desk of going on a break, press the **Off Duty** key and this will put your phone in **standby** mode so you will not receive calls.
· Press **Off Duty** key when you would like to **accept calls** again

NOTE: If your phone rings and you do **NOT** answer the call, your phone will automatically be put into **Off Duty Mode** as the system thinks you have gone on a break and forgotten to put your phone off duty

Calls in Queue

· Press the **Calls in Queue** Key to see how many calls are in queue and how long the longest call has been waiting for.

Answering calls when you are not Logged in

· If a call is ringing to reception and you are not logged in, press the **Main #** key and that will pick up the ringing call.
· If you do not have a Main number key, dial ****201** and will pick up the call as well.