





PLACING A CALL

1. **Lift handset OR press Speaker key** 
2. Enter desired number
3. Press the **Send** soft key (only required when dialing an extension – call will automatically dial if not pressed in 3 seconds)

Mute:

1. To Mute yourself (you can still hear the call, but they cannot hear you), press the **Mute**  button
2. To Un-Mute yourself, press the illuminated **Mute key** 


ANSWERING A CALL

- A. Pick up the **handset**
- B. Press the **Speaker**  key – OR-
- C. Press the soft **Answer** key (will answer on speaker phone)

Note: You will have the option on the display of your phone to: **Silence** the ringing, **Reject** the call (sending it to voicemail), or **forward** the call to another extension

PERSONAL HOLD

Holds call on your handset only.

1. With an active call, press the **Hold** key located on the right side of phone  or the **Hold** soft key on the display of your phone

To Retrieve the held call: Press the **hold** key again or press **Resume** on the display

PARK HOLD


Holds call on all handsets.

1. With an active call, press the **Park** key. The system will automatically designate the park number for you


To Retrieve the parked call: Lift handset and **dial** the **park number**

TRANSFERRING CALLS

Blind Transfer


1. While on an active call, press the **transfer** key  or press the **Transfer** soft key on the display
2. **Enter** the **number** you want to transfer the call to (internal or external), and then **hang up**

Warm Transfer

1. While on an active call, press the **transfer** key  or press the **Transfer** soft key on the display
2. **Enter** the **number** you want to transfer the call to (internal or external), **wait** for party to **answer**
3. **Announce call**, and then **hang up**

To cancel: Press the **Cancel** soft key





Transfer to Voicemail

1. While on an active call, press the **transfer** key  or press the **Transfer** soft key on the display
2. **Dial *** plus the **Extension Number**
3. **Announce call**, and then **hang up**

CONFERENCE CALLS


1. Start a regular call with one of your contacts or any external number
2. Press the **Conference** soft key on the display of your phone
3. **Call the next person** you would like to conference in
4. Once call is connected, **press the Conference** key again
5. **To end** conference, **hang up**

CALL HISTORY

1. Press the **History** soft key.
2. The LCD screen displays all call records.
3. Press  or  **arrows** to switch among All Calls, Missed Calls, Placed Calls, Received Calls and Forwarded Calls.
4. Press  or  **arrows** to scroll through calls
5. On the selected number, you can press the **Option** soft key, and then select **Detail** to view more information about the call OR
6. **Press the Send** soft key to call number


Note: At step 5, you also have the option to add that call to your Contact list

DND:

1. Press the **DND** key to activate **DND**. When active you will have a DND symbol  on your display
To deactivate: Press the **DND** key again

CALL FORWARD:

To turn feature on:

1. With the handset idle, press the **transfer** key 
2. With Always Forward highlighted, press **OK**
3. See Always Forward: Off, scroll \rightarrow to toggle On
4. Scroll \downarrow to Forward to, and **Enter** the **number** you want to transfer the call to (internal or external)
5. Press **Save**

To turn feature off:

1. Follow steps 1 – 2, at steps 3, toggle to off
2. Press **Save** soft key

CALL RECORDING:

1. With an active call, press the **Record** key
2. Conversation will be stored in your voicemail

DIRECTORY

To Create a Directory contact:

1. Press the **Directory** soft key
2. See All Contact, press **OK**
3. Press **Add**
4. **Fill in** desired **information**
5. Press **Save**

To Call out from the Directory:

1. Press the **Directory** soft key
2. See All Contact, press **OK**
3. Scroll through contacts
4. Press **OK** or **send** to dial


CHANGING WALLPAPER:

1. Press **Menu**
2. Press **Basic**
3. Press **Display**
4. Press **Wallpaper**
5. Move the **arrows** → to scroll through the wallpaper
6. Press the **Save** soft key to accept the change or the **Back** soft key to cancel.

**ADJUSTED SCREENSAVER TIMEOUT:**

1. Press **Menu**
2. Press **Basic**
3. Press **Display**
4. Press **Screensaver**
5. Move the **arrows** → to adjust screensaver time (note: 6hr is the longest timeout)
6. Press the **Save** soft key to accept the change or the **Back** soft key to cancel.

ADJUSTING RING & SPEAKER VOLUME:**To adjust ring volume:**

1. With the handset in the cradle, press the **volume** key  **up** and **down** to adjust ring volume

To adjust handset and speaker volume:

1. While on an active call, press the **volume** key  **up** and **down** to adjust the volume