



Use the Softkeys  beneath the screen and Navigation key  to move around and make selections.

MAKE A CALL

- Pick up the **Handset** OR press the **Speakerphone** button.
- Dial the full number or extension.

Using a Headset:

- Press the **Headset** button.
- Dial the full number or extension.

When on an Active Call:

- Press the **Hold** softkey.
- Press the **New Call** softkey.
- Dial the full number or extension.

Tip: Resume the original call by pressing the **Resume** softkey.

RECEIVE A CALL

Do one of the following - Pick up the **handset** OR press the **Headset** button (if headset is connected) OR press the **Speaker** button.

REJECT A CALL

- Press the **Reject** softkey to immediately send the caller to voicemail.

END A CALL

- **Do one of the following** - Hang up the **Handset** OR Press the **Headset** button.

In-Call Features – During an Active Call

PLACE A CALL ON HOLD

- Press the **Hold** softkey. Press the **Resume** softkey to resume the call.

MANAGE MULTIPLE CALLS - While already on a call, and a new call rings in, you will hear a **beep tone**.

To answer the second call:

- Press the **Answer** softkey to access that call. *The first call will be placed on hold.*
 - Once the second call has ended, resume the original call by pressing the **Resume** softkey.

To reject the second call:

- Press the **Reject** softkey to immediately send the caller to voicemail.

MUTE YOUR LINE

- Press the **Mute** button on the phone to mute your line. Press it again to unmute.

TRANSFER A CALL – During an active call

Blind Transfer

1. Press the **Transfer** softkey.
 2. Enter the number you want to transfer to.
 3. Press the **Transfer** softkey again.
- The call transfers to the intended recipient and is disconnected from you.*

Consultative Transfer

1. Press the **Transfer** softkey.
2. Enter the number you want to transfer to and press the **Dial** softkey. *The call is automatically placed on hold.*
3. If the intended recipient agrees to take the call, press the **Transfer** softkey. If they don't agree to take the call, press the **Resume** softkey, to talk to the original caller.

Basic Settings

FORWARD ALL CALLS

1. Press the **Menu** softkey.
2. Press the right arrow key to highlight **Features** and press the **OK** button.
3. Press the **OK** button while highlighting **Call Forward**.
4. Select the forwarding option you would like to manipulate then press the **OK** button e.g.: *To default calls to always forward, select **Always Forward**.*
5. Utilize the navigation keys to select options (up and down) and toggle options off and on (left and right).
6. After your changes have been made, press the **Save** softkey.

RECORDING YOUR PERSONAL VOICEMAIL GREETING

1. Press the **Message** softkey.
2. Enter the PIN **1234**, followed by the **#** key.
3. Select option **3** for personal options.
4. Select option **1** to record your voicemail greeting. Then follow the prompts to record your greeting.

ACTIVATING DND

- Press the **DND** soft key when the phone is idle.
- The phone will automatically reject all incoming calls, and the DND icons will appear on the line and in the status bar.*

Deactivating DND:

You can deactivate DND when you are ready to receive calls again.

- Press the **DND** soft key when the phone is idle.
- The DND icon disappears from the status bar and phone line.*