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|------------------------------|--------------------------|---------------------|
| 1. Message Waiting Indicator | 6. Feature Keys          | 11. Headset         |
| 2. Line Indicator            | 7. Microphone Mute       | 12. Hold            |
| 3. Line/Speed Dial Keys      | 8. Hands-free Microphone | 13. Speaker         |
| 4. Arrow Keys                | 9. Volume Keys           | 14. Soft Keys       |
| 5. Speaker Phone             | 10. Dial Pad             | 15. Graphic Display |
|                              |                          | 16. Hook Switch     |

## CALL HOLD AND RESUME

- **Call Hold:** During a call press the Hold feature key or the "Hold" soft key.
- **Call Resume:** Press the Hold feature key or the "Resume" soft key to resume the call.

## CONFERENCE CALL

- Call the first party.
- Press the "More" soft key, then the "Confrc" soft key. This will place the first call on hold.
- Place a call to the second party.
- Once the second party answers, press the "Confrc" soft key again to join all parties in the conference.

## CALL TRANSFER

- During a call, press the "Trnsfer" soft key. This will place the active call on hold.
- Place a call to the number/ext to which you want to transfer the call.
- After speaking to the second party, press the "Trnsfer" soft key to complete the transfer.

## BLIND TRANSFER

- While on a call, press the "Trnsfer" soft key.
- Press the "Blind" soft key.
- Dial the extension or phone number that you desire to transfer to.
- Press the "Send" soft key to send the call immediately or wait until it sends automatically.

## VOICEMAIL INITIAL SETUP

- Press the Messages feature key.
- Enter in default Password (123456).
- Enter in New Password.
- Re-enter in New Password.
- Record your name.
- Press 1 to Access your voice mailbox.
- Press 3 to record your no answer greeting.
- Listen to prompts to record your greeting.

## CALL FORWARDING

- From the idle screen, press the "Forwrd" soft key.
- Select the forwarding type you want to enable:
  - ▶ **Always**—To forward all incoming calls
  - ▶ **No Answer**—To forward all unanswered incoming calls
  - ▶ **Busy**—To forward calls that arrive when you are already in a call.
- Enter a number to forward calls to.
- Press the Enable soft key.

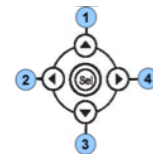
To disable call forwarding:

- From the idle screen, press the "Forwrd" soft key.
- Select the forwarding type to disable.
- Press the "Disable" soft key.

## CALL LISTS

Display Control Keys

- Speed Dials
- Received Calls
- Missed Calls
- Placed Calls



## TRANSFER TO VOICEMAIL

While on a call:

- Press "more" soft key.
- Press "Xfer 2 VM."
- Enter in extension and press "Enter" soft key.