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|----------------------|---------------------|---------------------|
| 1. Line Indicators   | 8. Volume Keys      | 14. Feature Keys    |
| 2. Line / Speed Dial | 9. Dial Pad         | 15. Display         |
| 3. Hookswitch        | 10. Hands-Free      | Control Keys        |
| 4. Speaker           | 11. Speakerphone    | 16. Message         |
| 5. Feature Keys      | 12. Headset         | Indicator           |
| 6. Hold              | 13. Microphone Mute | 17. Graphic Display |
| 7. Soft Keys         |                     |                     |

## BLIND TRANSFER

- While on a call, press the **"Trnsfer"** soft key or the Transfer feature 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

1. Press the **Messages** feature key.
2. Enter in default Password.
3. Enter in New Password.
4. Re-enter in New Password.
5. Record your name.
6. Press 1 to Access your voice mailbox.
7. Press 3 to record your no answer greeting.
8. Listen to prompts to record your greeting.

## CALL FORWARDING

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

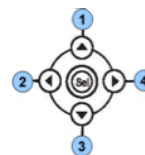
To disable call forwarding:

1. From the idle screen, press the **"Forwrd"** soft key.
2. Select the forwarding type to disable.
3. Press the **"Disable"** soft key.

## CALL LISTS

Display Control Keys

1. Speed Dials
2. Received Calls
3. Missed Calls
4. Placed Calls



## TRANSFER TO VOICEMAIL

While on a call:

1. Press **"more"** soft key.
2. Press **"Xfer 2 VM."**
3. Enter in extension and press **"Enter"** soft key.

## 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 **Conference** feature key or press the **"More"** soft key, then the **"Confnc"** soft key. This will place the first call on hold.
- Place a call to the second party.
- Once the second party answers, press the **Conference** feature key or the **"Confnc"** soft key again to join all parties in the conference.

## CALL TRANSFER

- During a call, press the Transfer feature key or 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 Transfer feature key again or the **"Trnsfer"** soft key to complete the transfer.