



CALL HOLD AND RESUME

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

CONFERENCE CALL

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

CALL TRANSFER

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

BLIND TRANSFER

- While on a call, press the **"Trans"** soft key.
- Press the **"Blind"** soft key.
- Dial the extension or phone number that you desire to transfer to. Press the **"Dial"** 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 (123456)
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 **"More"**
2. Press **"Forwrd"**
3. Select the forwarding type you want to enable by pressing the **"√"**.
 - 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.
4. Press the **"√"** on the display control keys to edit the Forwarding contact number
5. Type in new forwarding number in contact field. Hit **"OK"**
6. Press **"Down Arrow"** on display control keys then press **"√"** to edit the Call Forwarding Enable.
7. Press **"Left Arrow"** to change the state to ENABLE and press the **"OK"** soft key to accept

To disable call forwarding:

1. From the idle screen, press the **"Forwrd"** soft key.
2. Select the forwarding type to disable.
3. Change state to Disable. Press **left** arrow and choose **YES** soft key.

CALL LISTS

Missed and Received Calls

- Press The **"Callers"** soft key on the idle screen



indicates call was answered

indicates a call was missed

Placed Calls

- Press **Dial** feature key at the idle screen

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.