



PHONE FEATURES

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LINE BUTTON STATUS LIGHTS

- | | |
|------------------------------------|------------------------------------|
| ● Green Steady—Active or Two-Way | ● Green Flashing—Held Call |
| ● Amber Steady—Privacy or Intercom | ● Amber Flashing—Incoming Call |
| ● Red Steady—Remote Line in Use | ● Red Flashing—Remote Call on Hold |

CALL HANDLING

Internal Calls

- Dial 5-digit extension

External Calls

- Local/Domestic: 9+1 Area Code + Number
- Int'l: 9+011+Country Code + Number
- Emergency: 9+911 or 911

Placing a Call

- Lift handset and dial
- Press **New Call/Redial/Speed Dial** softkey
- Press **Speaker** or **Headset** button

Answering a Call

- Lift handset or press **Answer** softkey
- Press **Speaker** or **Headset** button

Placing a Call on Hold

- Press **Hold** button

Returning to Call on Hold

- Press **Resume** softkey

If Multiple Calls are on Hold

- Press **Navigation** button to select call, then press **Resume** softkey

CALL TRANSFER

To transfer while on an active call:

- Press the **Transfer** softkey
- Dial the intended party
- (Optional) Announce the call when the line is picked up
- Press **Transfer** again to complete

Note: If dialed party does not wish to take the call press **End Call**, then resume original call.

CALL FORWARD

- Press the **CFwdALL** softkey
- Dial 5-digit extension for internal or dial 9+1+Area Code+Number if forwarding to external number or press **Voicemail** button
- When you return, press **FwdOff**

CONFERENCING

Ad Hoc Conference (MAX #4)

While on an active call:

- Press the **More** key, then the **Conf** softkey
- Dial the intended party
- Press **Conf** again when call is answered
- Repeat to add additional parties

Rejoin conference if party is not available:

- Press **EndCall** softkey
- Press **Resume** softkey and you are connected with conference in progress

View Conference Participants

- Press the **Show detail** soft key
- To refresh the screen, press **Update**

Remove Conference Participants

- Press **Show Detail** soft key
- Highlight the party you wish to remove using the **Navigation** button
- Press the **Remove** soft key

JOIN

Joining Conferences to Each Other

To create a conference call by joining two or more existing calls on a single line:

- While one call is active, highlight the other call on hold
- Press **Join** until all parties are together

MEET-ME CONFERENCE

(# RANGE)

Meet-Me conference allows others to dial into conference call.

Initiating a Conference

- Get a dial tone
- Press **More** key to display Meet-Me key
- Press **Meet-Me**
- Dial the conference number

Joining Users for Meet-Me Conference

- Dial Meet-Me conference number provided by conference initiator
- Once Initiator dials in you are connected.

DO NOT DISTURB (DND)

- Press **DND** softkey to turn on or off the ringer on the phone.

CALL HISTORY

Call Log Directories

Access Missed, Placed, or Received Calls:

- Press the **Directories** button and scroll through Missed Calls, Placed Calls, or Received Calls

To view additional information for the call (time stamp):

- Press **More** softkey, then press **Details**

DIRECTORIES

Corporate Directory

To access the corporate directory:

- Press **Directories** button
- Select **Corporate Directory**

Perform a search by name or extension:

- Press **Dial** softkey to call entry or press the **EditDial** softkey to modify the entry prior to dialing