














CALL HANDLING

Receive a Call	<ul style="list-style-type: none"> Lift the handset Or Press the Answer softkey Or Press the Speaker  button
Place a Call	<ul style="list-style-type: none"> Lift the handset before or after dialing a number Or Press the New Call softkey or the Speaker  button and then dial a number <p>NOTES</p> <ol style="list-style-type: none"> To dial an outside number, first dial #
Hold / Resume a Call	<ul style="list-style-type: none"> Press the Hold  button to place a call on hold Press the Resume softkey to resume the held call
Take Another Call While on a Call	<ul style="list-style-type: none"> Press the Answer softkey to automatically place current call on hold and answer the incoming call Use the navigation pad to highlight and resume the held call
Transfer a Call	<ul style="list-style-type: none"> Press the Transfer  button Dial the number you want to transfer the call to To speak with the person you are transferring the call to, wait for them to answer When ready, press the Transfer  button again to transfer to call <p>NOTES</p> <ol style="list-style-type: none"> To transfer a call directly to a person's voicemail, press * prior to their extension
Conference Call While on a Call	<ul style="list-style-type: none"> Press the Conference  button Dial the number you want to join to the conference Press the Conference  button <p>NOTES</p> <ol style="list-style-type: none"> You can hold a conference call with up to 15 other participants If you hang up, the other participants will remain in conference
Forward All Calls	<ul style="list-style-type: none"> Press the FwdALL softkey Listen for two beeps Dial the number you want to forward calls to Or Press the Messages  button to forward all calls to voicemail Listen for one confirmation beep
Stop Forwarding All Calls	<ul style="list-style-type: none"> Press the FwdALL softkey Listen for one confirmation beep
Review Call Lists	<ul style="list-style-type: none"> Press the Contacts  button Use the navigation pad to select the list you are interested in Press the Select softkey Scroll through the list Press the Dial softkey to dial a number Press the Exit softkey when done

VOICEMAIL

Initial Setup	<ul style="list-style-type: none"> • Press the Messages  button • Enter the default PIN (1234) and press # • Follow the operator instructions, pressing # for confirmations
Change Voicemail PIN	<ul style="list-style-type: none"> • Press the Messages  button • Enter your PIN and press # • Press 4 for Setup Options • Press 3 for Personal Settings • Press 1 to Change PIN • Enter your new PIN and press # • Enter your new PIN again and press #
Access Voicemail From Your Desk Phone	<ul style="list-style-type: none"> • Press the Messages  button • Enter your PIN and press #
Access Voicemail From Another Desk Phone	<ul style="list-style-type: none"> • Press the Messages  button • Press * • Enter your extension and press # • Enter your PIN and press #
Transferring Voicemail to Another Person's Voicemail	<ul style="list-style-type: none"> • Listen to voicemail message • Press 5 to forward • Spell the person's name • <small>or</small> • Press ## and the person's number
Bypass Voicemail Greeting – Leave Message Immediately	<ul style="list-style-type: none"> • Press # at any time while listening to the greeting • Leave message and hang up
Leaving Voicemail Without Calling	<ul style="list-style-type: none"> • Press * then dial the person's number • Leave message and hang up