



Use the **Softkeys**  beneath the screen and **Navigation key**  to move around and make selections.

MAKE A CALL

- Pick up the **Handset** OR press the **Speakerphone** button.
- Dial the full number or extension.

Using a Headset:

- Press the **Headset** button.
- Dial the full number or extension.

When on an Active Call:

- Press the **Hold** softkey.
- Press the **New Call** softkey.
- Dial the full number or extension.

Tip: Resume the original call by pressing the **Resume** softkey.

RECEIVE A CALL

Do one of the following - Pick up the **handset** OR press the **Headset** button (if headset is connected) OR press the **Speaker** button.

REJECT A CALL

- Press the **Reject** softkey to immediately send the caller to voicemail.

END A CALL

- **Do one of the following** - Hang up the **Handset** OR Press the **Headset** button.

In-Call Features – During an Active Call

PLACE A CALL ON HOLD

- Press the **Hold** softkey. Press the **Resume** softkey to resume the call.

MANAGE MULTIPLE CALLS - While already on a call, and a new call rings in, you will hear a **beep tone**.

To answer the second call:

- Press the **Answer** softkey to access that call. *The first call will be placed on hold.*
 - Once the second call has ended, resume the original call by pressing the **Resume** softkey.

To reject the second call:

- Press the **Reject** softkey to immediately send the caller to voicemail.

MUTE YOUR LINE

- Press the **Mute** button on the phone to mute your line. Press it again to unmute.

TRANSFER A CALL – During an active call

Blind Transfer

1. Press the **Transfer** softkey.
2. Enter the number you want to transfer to.
3. Press the **Transfer** softkey again.
The call transfers to the intended recipient and is disconnected from you.

Consultative Transfer

1. Press the **Transfer** softkey.
2. Enter the number you want to transfer to and press the **Dial** softkey. *The call is automatically placed on hold.*
3. If the intended recipient agrees to take the call, press the **Transfer** softkey. If they don't agree to take the call, press the **Resume** softkey, to talk to the original caller.

Basic Settings

FORWARD ALL CALLS

1. Press the **Menu** softkey.
2. Press the right arrow key to highlight **Features** and press the **OK** button.
3. Press the **OK** button while highlighting **Call Forward**.
4. Select the forwarding option you would like to manipulate then press the **OK** button e.g.: *To default calls to always forward, select **Always Forward**.*
5. Utilize the navigation keys to select options (up and down) and toggle options off and on (left and right).
6. After your changes have been made, press the **Save** softkey.

RECORDING YOUR PERSONAL VOICEMAIL GREETING

1. Press the **Message** softkey.
2. Enter the PIN **1234**, followed by the **#** key.
3. Select option **3** for personal options.
4. Select option **1** to record your voicemail greeting. Then follow the prompts to record your greeting.

ACTIVATING DND

- Press the **DND** soft key when the phone is idle.
The phone will automatically reject all incoming calls, and the DND icons will appear on the line and in the status bar.

Deactivating DND:

You can deactivate DND when you are ready to receive calls again.

- Press the **DND** soft key when the phone is idle.
The DND icon disappears from the status bar and phone line.