















































Placing a Call	Answering a Call	Holding and Muting
<p><b>Internal</b></p> <ol style="list-style-type: none"> <li>1. Press the  key to enter the main menu</li> <li>2. Select the <b>Intercom</b> icon to display all registered handset names</li> <li>3. Press  or  to highlight the contact</li> <li>4. Press the  key, the  key</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>5. Press  key to dial out</li> </ol> <p><b>External</b></p> <ol style="list-style-type: none"> <li>1. Enter the number using the keypad</li> <li>2. Press the  key, or the  key</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>3. Press the  key to dial out</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the  key</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>2. Press the <b>Accept</b> soft key</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>3. Press the  key</li> </ol> <ol style="list-style-type: none"> <li>4. To answer an incoming call while on an active call, press the  key</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>5. Press the  key</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>6. Press the <b>Accept</b> soft key</li> <li>7. Press the  key to end a call</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Options</b> soft key, then select <b>Hold</b></li> <li>2. Press the <b>Resume</b> soft key</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>3. Press the  key</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>4. Press the  key to resume the call</li> <li>5. Press the  key once to mute and again to un-mute during a call</li> </ol>
Silencing/Rejecting Calls	Transferring Calls Unattended	Transferring Calls Attended
<ol style="list-style-type: none"> <li>1. Press the <b>Silence</b> soft key to silence an incoming call</li> <li>2. Press the  key to reject call and send call directly to voicemail</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Options</b> soft key during a call</li> <li>2. Press the <b>Transfer</b> soft key or press the <b>TRAN</b> key</li> <li>3. Enter the number to transfer the call to</li> <li>4. Press the <b>Transfer</b> soft key or the <b>TRAN</b> key to complete the transfer</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Options</b> soft key during a call</li> <li>2. Press the <b>Transfer</b> soft key or press the <b>TRAN</b> key</li> <li>3. Enter the number to transfer the call to</li> <li>4. Press the  key to dial out</li> <li>5. After hearing ring-back tone or after speaking with recipient press the <b>Transfer</b> soft key or the <b>TRAN</b> key</li> </ol>
Conference Calls	Holding a Conference Call	Ending a Conference Call
<ol style="list-style-type: none"> <li>1. Press the <b>Options</b> soft key while on a call</li> <li>2. Navigate to <b>Conference</b> soft key</li> <li>3. Press the  key</li> <li>4. Enter the number of the second party, then press the  key</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>5. Press the  key</li> <li>6. Press the <b>Conf.</b> soft key again once the second party answers, to join all parties</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Options</b> soft key</li> <li>2. Select the <b>Hold</b> soft key</li> <li>3. Press the <b>Resume</b> soft key</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>4. Press the  key, or  key to resume the call</li> </ol>	<ol style="list-style-type: none"> <li>1. Press  key</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>2. Press the <b>End</b> soft key to end the call for all parties</li> </ol>

Searching within the Directory	Adding a Contact	Editing a Contact
<ol style="list-style-type: none"> <li>1. Press the  key to enter the main menu</li> <li>2. Select the  icon to access the directory</li> <li>3. Enter a desired name or number using the keypad</li> <li>4. Press the  key, the  key <b>OR</b></li> <li>5. Press the  key to dial the contact</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Ok</b> key to enter the main menu</li> <li>2. Select the  icon and <b>Local Directory</b></li> <li>3. Press the <b>Options</b> soft key</li> <li>4. Select <b>New Contact</b> then the  soft key</li> <li>5. Enter the contact information in the desired fields</li> <li>6. Press the <b>Save</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the  key to enter the main menu</li> <li>2. Select the  icon and <b>Local Directory</b></li> <li>3. Press  or  to highlight the desired entry</li> <li>4. Press the <b>Option</b> soft key</li> <li>5. Navigate to <b>Edit</b></li> <li>6. Edit the desired information, <b>Name</b>, <b>Number</b>, or <b>Other</b> fields</li> <li>7. Press the <b>Save</b> soft key</li> <li>8. Press the <b>Options</b> soft key then the <b>Delete</b> to remove a contact</li> </ol>
Forwarding Calls	Setting Up Voicemail	Do Not Disturb (DND)
<ol style="list-style-type: none"> <li>1. Press the  key to enter the main menu</li> <li>2. Select the  icon, then navigate to the <b>Call Forward</b> feature</li> <li>3. Press  or  to highlight the desired forwarding type <ol style="list-style-type: none"> <li>a. <b>Always</b></li> <li>b. <b>Busy</b></li> <li>c. <b>No Answer</b></li> </ol> </li> <li>4. Press the <b>OK</b> soft key</li> <li>5. Highlight and select <b>Enabled</b></li> <li>6. Enter the number to forward the incoming call to</li> <li>7. Press the <b>Save</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the  key <b>OR</b></li> <li>2. Dial *123</li> <li>3. Enter the default PIN (4-digit extension)</li> <li>4. Reset PIN <ol style="list-style-type: none"> <li>a. 4 digits</li> <li>b. Non-sequential</li> <li>c. Non-repetitive numbers</li> </ol> </li> <li>5. Follow menu prompts</li> <li>6. Press the <b>View</b> soft key when alerted of a message <b>OR</b></li> <li>7. Press the  key to access voicemail</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the  key to enter the main menu</li> <li>2. Select the  icon, then navigate to <b>Do Not Disturb</b> feature</li> <li>3. Press  or  to highlight the desired line</li> <li>4. Press the <b>OK</b> soft key</li> <li>5. Highlight and select <b>Enabled</b></li> <li>6. Press the <b>Save</b> soft key</li> </ol>