














Placing a Call	Answering a Call	Holding and Muting a Call
<ol style="list-style-type: none"> <li>Pick up the handset <b>OR</b></li> <li>Press the  button <b>OR</b></li> <li>Press the  button</li> <li>Enter the number to call</li> <li>Press the <b>OK</b> button <b>OR</b></li> <li>Press the  button <b>OR</b></li> <li>Press the <b>Send</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>Pick up the handset <b>OR</b></li> <li>Press the <b>Answer</b> soft key <b>OR</b></li> <li>Press the  button <b>OR</b></li> <li>Press the  button</li> </ol>	<ol style="list-style-type: none"> <li>Press the  button once to hold, again to resume <b>OR</b></li> <li>Press the <b>Hold</b> soft key</li> <li>Press the <b>Resume</b> soft key <b>OR</b></li> <li>Press the  button to mute and unmute</li> </ol>
Rejecting and Silencing a Call	Forwarding an Incoming Call	Transferring a Call
<ol style="list-style-type: none"> <li>Press the <b>Reject</b> soft key to send the call directly to voicemail</li> <li>Press the <b>Silence</b> soft key to silence ringer and have the ability to answer the call within the designated number of rings</li> </ol>	<ol style="list-style-type: none"> <li>Press the <b>Forward</b> soft key</li> <li>Enter the number to forward call to</li> <li>Press the <b>OK</b> button <b>OR</b></li> <li>Press the  button <b>OR</b></li> <li>Press the <b>Send</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>Press the  button <b>OR</b></li> <li>Press the <b>Transfer</b> soft key</li> <li>Enter the number to transfer call to</li> <li>Press the  button <b>OR</b></li> <li>Press the <b>Transfer</b> soft key</li> </ol> <p><b>Note:</b> There is the option of speaking with the recipient first or to transfer call after hearing the ring-back tone</p>
Initiating a Conference Call	Ending or Splitting a Conference Call	Managing a Conference Call
<ol style="list-style-type: none"> <li>Press the <b>Conference</b> soft key while on an active call</li> <li>Enter the number of the second party</li> <li>Press the <b>OK</b> button <b>OR</b></li> <li>Press the  button</li> <li>Press the <b>Conference</b> soft key when the second party answers</li> </ol>	<ol style="list-style-type: none"> <li>Press the <b>EndCall</b> soft key to terminate the call for all participants</li> <li>Press the <b>Split</b> soft key to split the call into two separate held calls</li> <li>Select participant to speak with</li> <li>Press the <b>Resume</b> soft key</li> <li>Press the <b>EndCall</b> soft key</li> <li>Press the <b>Resume</b> soft key to speak with the other party</li> </ol>	<ol style="list-style-type: none"> <li>Press the <b>Manage</b> soft key to select options</li> <li>Press the <b>Far Mute</b> soft key to allow a participant to listen, but not speak</li> <li>Press the <b>Remove</b> soft key to remove a participant from the conference call</li> </ol>

Searching for a Contact	Adding a Contact	Editing a Contact
<ol style="list-style-type: none"> <li>1. Press the <b>Directory</b> soft key</li> <li>2. Select the desired directory type and press the <b>Enter</b> soft key</li> <li>3. Press the <b>Enter</b> soft key</li> <li>4. Enter search criteria</li> <li>5. Select desired contact</li> <li>6. Press the <b>Send</b> soft key to call</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Directory</b> soft key</li> <li>2. Select the desired directory type and press the <b>Enter</b> soft key</li> <li>3. Press the <b>Add</b> soft key</li> <li>4. Enter contact information</li> <li>5. Press the <b>Save</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Directory</b> soft key</li> <li>2. Select the directory type and press the <b>Enter</b> soft key</li> <li>3. Enter search criteria</li> <li>4. Press the <b>Option</b> soft key</li> <li>5. Edit information</li> <li>6. Press the <b>Save</b> soft key</li> <li>7. Press the <b>Delete</b> soft key to remove a contact</li> </ol>
Forwarding an Extension	Setting up the Voicemail	Initiating Do Not Disturb (DND)
<ol style="list-style-type: none"> <li>1. Press the <b>Menu</b> soft key</li> <li>2. Select the <b>Features</b> option</li> <li>3. Select the <b>Call Forward</b> option</li> <li>4. Press the <b>Enter</b> soft key</li> <li>5. Select call forward 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>6. Press the <b>Enter</b> soft key</li> <li>7. Press the <b>Switch</b> soft key to enable</li> <li>8. Press <b>Forward to</b>, enter the forwarding number</li> <li>9. Press the <b>Save</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the  button</li> <li>2. <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. Different digits</li> </ol> </li> <li>5. Follow menu prompts</li> <li>6. Press the <b>Connect</b> soft key when alerted of a message</li> <li>7. <b>OR</b></li> <li>7. Press the  button to access voicemail</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>DND</b> soft key to enable</li> <li>2. Press the <b>DND</b> soft key to disable</li> </ol>