


















Placing a Call	Answering a Call	Rejecting an Incoming Call
<ol style="list-style-type: none"> 1. Pick up handset 2. Or press speaker  button 3. Or press headset  button 4. Or press New Call soft key 5. Enter the number 6. Wait 3 seconds 	<ol style="list-style-type: none"> 1. Pick up handset 2. Or press speaker  button 3. Or press headset  button 4. Press the Answer soft key 	<ol style="list-style-type: none"> 1. Press the More soft key while phone is ringing 2. Press the Reject soft key 3. Call will be sent to voicemail
Ignoring an Incoming Call	Warm Transferring a Call	Blind Transferring a Call
<ol style="list-style-type: none"> 1. Press the Ignore soft key 2. Audible ringing ceases 3. Call will still appear on phone display 	<ol style="list-style-type: none"> 1. Answer phone call 2. Notify caller of transfer 3. Press the Trnsfr soft key 4. Enter number or extension to transfer call 5. Wait 3 seconds 6. Wait for party to answer 7. Announce caller 8. Press the Trnsfr soft key 	<ol style="list-style-type: none"> 1. Answer phone call 2. Notify caller of transfer 3. Press the Trnsfr soft key 4. Press the Blind soft key 5. Enter number or extension to transfer call 6. Wait 3 seconds
Add a Speed Dial	Placing a Call to a Speed Dial	Managing the Directory
<ol style="list-style-type: none"> 1. Select contact within the directory 2. Press the Edit soft key 3. Press the  button on contact record to Speed Dial Index field 4. Press the  button 5. Enter the next available speed dial number 6. Press Ok soft key 7. Press the  button 8. Press the Yes soft key 	<ol style="list-style-type: none"> 1. Pick up handset 2. Or press speaker  button 3. Or press headset  button 4. Or press the New Call soft key 5. Enter the number designated to that speed dial followed by # 6. Wait 3 seconds 	<ol style="list-style-type: none"> 1. Press the More soft key 2. Press the Dir soft key 3. Arrow and select contact's name 4. Press the  button to edit, delete, or add new contact 5. Press the  button to place call

Create a Conference Call	Conference Call Actions	Add a Contact
<ol style="list-style-type: none"> 1. Call the first participant 2. Press the Conf soft key 3. Dial number of second participant 4. Press the Conf soft key when second participant answers 	<ol style="list-style-type: none"> 1. Press the  button to place all participants on hold 2. Press the Split soft key to move participants into separate calls 3. Press the EndCall soft key to hang up just your line, leaving other participants connected 	<ol style="list-style-type: none"> 1. Press the Dir soft key 2. Press arrow buttons and select contact directory from menu 3. Press the  button 4. Select New Entry 5. Enter contact information 6. Press the  button to end data entry 7. Press the Yes soft key to confirm changes
Forwarding an Extension	Setup Voicemail	Access Voicemail
<ol style="list-style-type: none"> 1. Press the Menu button 2. Select Features 3. Select Forward 4. Arrow down or up to select appropriate forwarding option <ol style="list-style-type: none"> a. Always b. No Answer c. Busy 5. Enter number 6. Press the  button 7. Press Ok 8. Press the  button 9. Press the Yes soft key to save 10. Arrow down to Forward: Disabled 11. Highlight Disabled 12. Press the Ok soft key 13. Press the  button until Enabled is displayed 14. Press the Ok soft key 	<ol style="list-style-type: none"> 1. Access voicemail 2. Enter default PIN (4-digit extension) 3. Record name 4. Record busy message 5. Record unavailable message 6. Reset PIN <ol style="list-style-type: none"> a. 4 digits b. Non sequential c. Different digits d. Not 4 digit extension 	<ol style="list-style-type: none"> 1. Press the Menu button 2. Select Features 3. Select Messages 4. Or Dial *123 5. Or Dial number from outside phone 6. Press * key on phone when you message begins