Placing a Call

1. Dial the number
2. Pick up handset
   OR
3. Press the ⊙ button
   OR
4. Press the ⏯ button

Answering a Call

1. Pick up handset
2. Press the **Answer** soft key
   OR
3. Press the headset ⊙ button
   OR
4. Press the ⏯ button

Rejecting an Incoming Call

1. Press the **Reject** soft key while phone is ringing to silence the phone ringer
2. Rejected calls are directed straight to voicemail

Ignoring an Incoming Call

1. Press the **More** soft key during an incoming call
2. Press the **Ignore** soft key to stop the phone from ringing
3. Calls unanswered by the end of ring cycle are sent to voicemail

Transferring Calls Attended

1. Press the **Transfer** soft key while on an active call
   OR
2. Press the ⟲ button
3. Enter the number or extension
4. Press the **Transfer** soft key after hearing the ring-back tone or after speaking with the recipient

Transferring Calls Blind

1. Press the **Transfer** soft key while on an active call
2. Press the **Blind** soft key
3. Enter number to complete the transfer

Forwarding an Incoming Call

1. Press the **Forward** soft key during an incoming call
2. Enter phone number or extension to forward incoming call to
3. Press the **Forward** soft key

Forwarding All Calls

1. Press the **Forward** soft key
2. Press the up or down **Navigation** button to highlight the desired forwarding type
   a. **Always**
   b. **Busy**
   c. **No Answer**
3. Enter the number to forward the calls to
4. Press the **Enable** soft key

Searching for a Contact

1. Press **Directories** from the Home View
2. Press **Contact Directory**
3. Press the **Search** soft key
4. Enter the criteria into the fields
5. Press the **Search** soft key when done
6. Select the desired name
7. Press the **Dial** soft key to place the call

Conference Calls	Managing Conference Calls	Splitting Conference Calls
1. Press the **More** soft key while on an active call 2. Press the **Confrnc** soft key 3. Enter the number of the second caller 4. Press the **Confrnc** soft key once the recipient answers	1. Press the **Hold** soft key to place participants on hold 2. Press the **Resume** soft key to resume the call 3. Press the **End Call** soft key to end your participation on the call 4. Have callers hang up to fully terminate the conference call	1. Press the **Split** soft key to place participants on hold in separate calls 2. Toggle between the calls to talk privately **OR** 3. Press the **End Call** soft key on a selected line to end an individual call

Adding or Editing a Contact	Utilizing a Buddy List	Setting up and Access Voicemail

1. Press the **Add** soft key from the Contact directory
2. Add relevant information to the fields
3. Remove the **Index** number to stop a contact from appearing as a speed dial **OR**
4. Press the **Info** soft key to edit a current contact
5. Press the **Edit** soft key and amend relevant fields
6. Press the **Save** soft key when finished
	To Add a Buddy
	1. Select a contact from the **Contact directory**
	2. Press the **Edit** soft key
	3. Navigate to **Watch Buddy**
	4. Select the **Enable** soft key
	5. Press the **Save** soft key
	
	To call from the Buddy list
	1. Press **More** soft key then the **Buddies** soft key
	2. Select the buddy to call
	3. Press the **Dial** soft key to initiate the call
		1. Press the **Message** soft key **OR**
		2. Dial *123
		3. Enter the default pin (4-digit extension)
		4. Reset pin
		   a. 4 – 15 digits
		   b. Non sequential
		   c. No repetitive digits
		5. Follow menu prompts
		6. Press the ✉ key to access voicemail when alerted of a new message