



**Place a call:** Pick up the handset or press the Speakerphone or Headset key, enter the phone number, and press Send. Or enter the phone number, press Dial, then pick up the handset or press the Speakerphone or Headset key.

**Transfer a call:** Press Transfer, dial extension (caller is placed on hold) and press Send. Press Transfer again to transfer immediately. Or press Transfer, press Blind, then extension and Send. For an announced transfer, wait until party answers then press Send to transfer or Cancel to return to the original caller.

**Transfer a call directly to Voicemail:** Press the Transfer key, press Blind soft key, dial \*21 and the extension. Press End Call soft key.

**Call Pick-Up:** A call to any extension can be answered by dialing \*\* and the extension number.

**Call Park:** As an alternative to Hold and Transfer, a call can be Parked virtually then picked up from any other phone. While on a call, press the Park key, listen for the Park location (701, 702, etc). Hang up. The parked call can be picked up from any phone by dialing the designated park location. If the call is not picked up within 90 seconds, it will ring back to the original extension.

**Intercom:** Press Icom key, enter the desired extension and press Send. After a single ring, your party will hear you via the speakerphone. The receiving party can choose to speak via speakerphone or pick up the handset.

**Conference Call:** Call the 1st party, and after the call connects, press More and select Conf. Dial and connect with the second party and press Conf again. Press End Call to remove yourself from the call, but keep the other parties connected. Press Split to end the conference and place both parties on hold. If you have an active and held call, press Join to set up a conference.

**Callers List/Redial:** Calls made, Calls received, and calls missed can be seen by pressing the various arrow keys on the navigation wheel. Redial or return a call by highlighting the desired number and pressing Dial.

**Do Not Disturb:** To send incoming calls directly to voicemail, press DND. Notice the icon change on the line keys. To disable the feature and resume ringing, press DND again.

**Voicemail:** The voicemail system can be accessed by dialing \*71 or pressing the Home key, then Messages. Follow the prompts. See the Voicemail Guide for detailed instructions.

**Rebooting the phone:** Press the Home key, Navigate to Settings using the navigation wheel and choose settings by pressing the Navigation button. Select Basic and navigate to Restart Phone or press 8. Confirm.