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|------------------------------|--------------------------|--------------------------|
| 1. Message Waiting Indicator | 7. Headset               | 12. Dial Pad             |
| 2. Line Icons                | 8. Speaker Phone         | 13. Feature Keys         |
| 3. Soft Keys                 | 9. Hands-free Microphone | 14. Speaker              |
| 4. Line Indicators           | 10. Volume Keys          | 15. Display Control Keys |
| 5. Line Keys                 | 11. Microphone Mute      | 16. Graphical Display    |
| 6. Hold                      |                          |                          |

## CALL HOLD AND RESUME

- **Call Hold:** During a call press the “**Hold**” soft key
- **Call Resume:** Press the “**Resume**” soft key to resume the call

## CONFERENCE CALL

- Call the first party
- Press the “**More**” soft key, then the “**Conf**” soft key. This will place the first call on hold
- Place a call to the second party
- Once the second party answers, press the “**Conf**” soft key again to join all parties in the conference

## CALL TRANSFER

- During a call, press the “**Trans**” soft key. This will place the active call on hold
- Place a call to the number/ext. to which you want to transfer the call
- After speaking to the second party, press the “**Trans**” soft key to complete the transfer

## BLIND TRANSFER

- While on a call, press the “**Trans**” soft key
- Press the “**Blind**” soft key
- Dial the extension or phone number that you desire to transfer to. Press the “**Dial**” soft key to send the call immediately or wait until it sends automatically

## VOICEMAIL INITIAL SETUP

1. Press the **Messages** feature key
2. Enter in default Password (123456)
3. Enter in New Password (must be 4-8 digits)
4. Re-enter in New Password
5. Record your name
6. Press 1 to Access your voice mailbox
7. Press 3 to record your no answer greeting
8. Listen to prompts to record your greeting

## CALL PARK

1. From the idle screen, press the “**More**” soft key
2. Then press the “**Call Prk**” soft key.
3. Dial the Extension number of the person you are parking the call for followed by the “**#**” key.
4. Then notify the caller they have a call parked

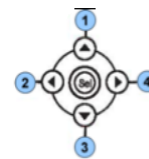
To retrieve a parked call:

1. From the idle screen, press the “**More**” soft key
2. Then press the “**PrkRtv**” soft key.
3. Enter the Extension number where the call was parked
4. Press Enter to be connected to the caller.

## CALL LISTS

Display Control Keys

1. Speed Dials
2. NA
3. Received Calls
4. Placed Calls



## TRANSFER TO VOICEMAIL

While on a call:

1. Press “**more**” soft key
2. Press “**Xfer 2 VM**”
3. Enter in extension and press “**Enter**” soft key