1. Line Indicators
2. Line / Speed Dial
3. Hookswitch
4. Speaker
5. Feature Keys
6. Hold
7. Soft Keys
8. Volume Keys
9. Dial Pad
10. Hands-Free Microphone
11. Speakerphone
12. Headset
13. Microphone Mute
14. Feature Keys
15. Display Control Keys
16. Message Indicator
17. Graphic Display

▷ CALL HOLD AND RESUME

- **Call Hold:** During a call press the **Hold** feature key or the "**Hold**" soft key
- **Call Resume:** Press the **Hold** feature key or the "**Resume**" soft key to resume the call

▷ CONFERENCE CALL

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

▷ CALL TRANSFER

- During a call, press the **Transfer** feature key or the "**Trnsfer**" soft key. This will place the active call on hold
- Place a call to the number to which you want to transfer the call
- After speaking to the second party, press the **Transfr** feature key again or the "**Transfr**" soft key to complete the transfer

▷ BLIND TRANSFER

- While on a call, press the "Trnsfer" soft key or the Transfer feature key
- Press the "Blind" soft key
- Dial the extension or phone number that you desire to transfer to
- Press the "Send" 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
3. Enter in New Password
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

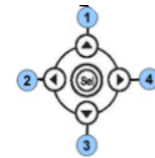To retrieve a parked call:
1. From the idle screen, press the "More" soft key
2. Then press the "PrkRtv" soft key.
3. Enter the Extension number where the call was parked
4. Press Enter to be connected to the caller.

▷ CALL LISTS

Display Control Keys
1. Speed Dials
2. Received Calls
3. Missed Calls
4. Placed Calls

▷ TRANSFER TO VOICEMALL

While on a call:
1. Press "**more**" soft key
2. Press "**Xfer 2 VM**"
3. Enter in extension and press "**Enter**" soft key