MESSAGE WAITING INDICATOR

TOUCHSCREEN DISPLAY (WITH SOFT KEYS)

HOME

HEADSET

SPEAKERPHONE

DIAL KEY PAD

MUTE ON/OFF

VOLUME CONTROL

Login

1. Press the **Activate** soft key.

2. Press **Extension** and enter your extension number.

3. Press **PIN** and enter your PIN number.

4. Press the **Activate** soft key.

Placing Calls

1. To place a call, first dial the number.

2. Then pick up the handset or press the Speakerphone or Headset key.

Receiving Calls

1. To answer an incoming call, pick up the handset, press the Speakerphone or Headset key, or tap the **Answer** soft key.

2. To answer an incoming call when you're already on an active call, tap the **Answer** soft key on the screen.

• Your first call will automatically be placed on hold.

• To retrieve your first call: from the Lines view, tap the call to highlight it, and then tap the **Resume** soft key.

Placing Calls on Hold and Resuming Calls from Hold

1. To put an active call on hold, tap the **Hold** soft key.

2. To resume the call, tap the **Resume** soft key.

3. If you have more than one call on hold, select the call you wish to reconnect with and tap the **Resume** soft key.

Initiating 3-Way Conference Calls

1. To initiate a three-way conference call, while on an active call, tap the **Conference** soft key. The first call will be placed on hold.

2. Dial the second number.

3. When the second party answers, tap the **Conference** soft key again to join the calls together.

Performing a Blind Transfer

1. To conduct a blind transfer, while on an active call, tap the **Transfer** soft key, then select **Blind**.

2. Enter the destination (extension or number) you wish to transfer the call to.

3. Press the **Dial** soft key. This completes the transfer.

Performing a Consulted Transfer

1. While on an active call, tap the **Transfer** soft key and enter the destination (extension) you wish to transfer the call to.

2. Then press the **Dial** soft key.

3. The caller is automatically placed on hold. Once the receiving party answers, announce the call.

4. To complete the transfer, tap the **Transfer** soft key again.

Accessing Voicemail

A blinking red "voicemail message waiting" indicator light notifies you when you have a new voicemail message on your phone. The message count will be displayed near the message soft key.

1. To check your voicemail messages, pick up the handset then tap the **Messages** soft key.

2. Enter your voicemail passcode followed by the **#** pound key. Follow the audio prompts to retrieve your voicemail messages.