



Login

1. Press the **Activate** soft key.
2. Press the **Down Arrow** (Navigation Keys) and enter your PIN
3. 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 Speaker or Headset key.

Receiving Calls

1. To answer an incoming call, pick up the handset, press the Speaker or Headset key, or press the **Answer** soft key.
2. To answer an incoming call when you're already on an active call, press the **Answer** soft key under the screen.

- Your first call will automatically be placed on hold.
- To retrieve your first call: use the navigation arrows to scroll to the call, and then press the **Resume** soft key.

Placing Calls on Hold and Resuming Calls from Hold

1. To put an active call on hold, press the **Hold** button or the soft key.
2. To resume the call, press the **Resume** soft key.
3. If you have more than one call on hold, using the navigation arrows, select the call you wish to reconnect with and press the **Resume** soft key.

Initiating 3-Way Conference Calls

1. To initiate a three-way conference call, while on an active call, press the **More** soft key. Then press the **Conference** soft key; the first call will be placed on hold.
2. Dial the second number.
3. When the second party answers, press the **More** soft key, then press the **Conference** soft key again to join the calls.

Performing a Blind Transfer

1. While on an active call, press the **Transfer** button or soft key, then select the **Blind** soft key.
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, press the **Transfer** button or soft key and enter the destination you wish to transfer the call to.
2. Press the **Dial** soft key. The caller is automatically placed on hold. Once the receiving party answers, announce the call.
3. To complete the transfer, press the **Transfer** button or 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.

1. To check your voicemail messages, pick up the handset then press the **Messages** (envelope) button.
2. Enter your voicemail passcode followed by the **#** pound key. Follow the audio prompts to retrieve your voicemail messages.