

TRANSFERRING CALLS

Without announcement – With the caller on the line, press **Transfer + Blind** + Dial Ext followed by #.

Directly to Voice Mail – With the caller on the line, press **Transfer + Blind** + Dial 5 + Ext followed by #

With Announcement - With the caller on the line, press and hold **Transfer** + Dial Ext followed by # - Recipient answers, announce the call:

- To complete the transfer, press **Transfer** a second time
- To cancel the transfer, press Cancel. This will end the call to the recipient and reconnect you with the original caller.

CONFERENCE CALLING (3-Way Calling)

With first person on the phone press **More** + press **Confernc** and dial your next party (first caller is on hold). When the second party answers, press **Confernc** again to bring all three together.

From Lines or Calls view, you can:

- Press **Hold** to hold all participants.
- Press **End Call** to remove yourself from the call, but keep the other participants connected.
- Press **Split** to end the conference and hold all participants.

CALL PARK

Parking Calls – With the caller on the line, press one of the available park buttons on the phone.

Retrieving Parked Calls – Press the blinking Park button associated with your call.

CALL FORWARDING**To Enable Call Forwarding:**

Press '**Forward**' softkey. Select the forwarding type to enable (Always, No Answer, Busy), enter extension or telephone number (for external calls), and press '**Enable**' softkey.

To Disable Call Forwarding:

Press '**Forward**' softkey. Select the forwarding type to disable, and press '**Disable**' softkey.

CALL LIST

Call lists can be found by using the circular dial on your telephone:

**Received Calls**

- Press Left Arrow to review received calls.
- Press Down Arrow to scroll through list.
- Press Right arrow to place a call to highlighted name/ number.
- Press Left Arrow again to return to main screen.

Placed Calls

- Press Right Arrow to review placed calls.
- Press Down Arrow to scroll through list.
- Press Right arrow to place a call to highlighted name/ number.
- Press Left Arrow to return to main screen.

Missed Calls

- Press Down Arrow to review missed calls.
- Press Down Arrow to scroll through list.
- Press Right arrow to place a call to highlighted name/ number.
- Press Left Arrow to return to main screen.

PAGING (if applicable)

Press Paging softkey and then press Page softkey

INTERCOM (if applicable)

Press **Intercom** softkey + Ext + #

Show button labels when on an active call

Press **More** softkey

Press **Lines** softkey – the caller-ID screen will disappear for a few seconds allowing you to see the button labels.