PLACING A CALL ON HOLD

- While on a call, press the Hold soft key or the button with a hand symbol on it (fig.8).
- To return to the call, press the soft key that the line is on hold with (light will be flashing red).
- If multiple calls are on hold, use the Navigation button (fig.6) to select the desired call before you press line soft key (light will be flashing red).

CALL TRANSFER (SUPERVISED TRANSFER)

- During call, press XFER soft key. (caller is now on hold)
- Dial the desired number or extension.
- The desired party’s phone will now ring. If answered you can introduce the caller to them before transferring the call.
- If the desired party is available to take the call, press XFER again and hang up or,
- Press End Call soft key and original caller will be on hold.

CALL TRANSFER (BLIND TRANSFER)

- During a call, press BXFER soft Key
- Dial the desired number or extension
- Then press the Dial soft key or #.

CALL TRANSFER – DIRECT TO VOICEMAIL

- During a call, press the BXFER soft key
- Dial ‘5’ and desired extension
- Then press the Dial soft key or #.

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.

CONFERENCE CALL (UP TO TWO OTHER PARTIES)

- During a call, press the Conf soft key. (party will be placed on hold)
- Dial the number or extension that you wish to conference together,
- When dialed party answers press the Conf soft key again. All three will now be connected.
- If the Dialed party refuses the call, press End Call soft key and original caller will be on hold.

To Drop from the conference and leave the remaining parties connected, press the JOIN soft key, you will then be disconnected.

To conference a call on hold with an active call, press the right arrow on the Navigation button (fig.6) and choose ConfLx

CALL FORWARD

Press the Cfwd soft key.
Dial the extension or telephone number you want to forward all calls to.
Press the Dial soft key or #.

To Disable, press the Cfwd soft key.

<table>
<thead>
<tr>
<th>#</th>
<th>Phone Feature</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Handset</td>
<td>Pick up to place or answer a call.</td>
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<tr>
<td>2</td>
<td>Message Waiting Indicator</td>
<td>Displays solid red when you have a new voicemail message. Flashes red during an incoming call.</td>
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<tr>
<td>3</td>
<td>LCD Screen</td>
<td>Displays date and time, phone station name, line extensions, and softkey options.</td>
</tr>
</tbody>
</table>
| 4  | Line keys    | Indicates phone line status. When lit:
- Green: Line is idle.
- Red (steady): Line is active or in use.
- Red (blinking): Line is on hold.
- Orange: Line is unregistered (cannot be used).

These keys can also be programmed by your HPBX Administrator to perform functions such as speed dial, call pickup, or monitoring an extension. |
| 5  | Softkey Buttons | Press a softkey button to perform the action shown on the label on the screen. (these are not configurable) |
| 6  | Navigation button | Press an arrow to scroll left, right, up, or down through items shown on the LCD screen. |
| 7  | Messages button | Press to access voicemail. |
| 8  | Hold button   | Press to place a call on hold. |
| 9  | Setup button  | Press to access a menu to configure features and preferences (such as your directory and speed dials), access your call history, and set up functions. |
| 10 | Mute button   | Press to mute or unmute the phone. When phone is muted, the button glows red. A flashing mute button indicates the network connection cannot be found. |
| 11 | Volume button | Press + to increase the volume and - to lower the volume of the handset, headset, speaker (when the handset is off the phone, or ringer volume (when the handset is on the phone). |
| 12 | Headset button | Push to turn the headset on or off. When the headset is on, the button glows green. |
| 13 | Speaker button | Push to turn the speaker on or off. When the speaker is on, the button glows green. |
| 14 | Keypad        | Use to dial phone numbers, enter letters, and choose menu items. |