TRANSFERRING CALLS

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

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

With Sidecar:

With the caller on the line, press the button for the extension you wish to transfer to and hang up.

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, swipe the display screen to the right to show the available park buttons and press the button you want to park the call.

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.