**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 Conference and dial your next party (first caller is on hold).** When the second party answers, press **Conference** 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.