

**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 **Transfer** 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 **Transfer 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 the **Blindxfr** 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 **Blindxfr** soft key
- Dial '5' and desired extension
- Then press the **Dial** soft key or #.

**CONFERENCE CALL (UP TO TWO OTHER PARTIES)**

- During a call, press the **Conference** 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 **Conference** 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 **ConferenceLx**

**CALL FORWARD**

Press the **Forward** 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 **Forward** soft key.

| #  | Phone Feature             | Description   |
|----|---------------------------|---|
| 1  | Handset                   | Pick up to place or answer a call.  |
| 2  | Speaker                   | Speaker for Phone   |
| 3  | Message Waiting Indicator | Displays solid red when you have a new voice mail message. Flashes red during an incoming call.   |
| 4  | LCD Screen                | Displays date and time, phone station name, line extensions, and softkey options.   |
| 5  | Line keys                 | Indicates phone line status. When lit: <ul style="list-style-type: none"> <li>• Green: Line is idle.</li> <li>• Red (steady): Line is active or in use.</li> <li>• Red (blinking): Line is on hold.</li> <li>• Orange: Line is unregistered (cannot be used).</li> </ul> These keys can also be programmed by your phone system administrator to perform functions such as speed dial, call pickup, or monitoring an extension. |
| 6  | Softkey buttons           | Press a softkey button to perform the action displayed on the screen above key.   |
| 7  | Navigation button         | Press an arrow to scroll left, right, up, or down through items shown on the LCD screen.  |
| 8  | Center Select button      | Press this button to select the option or menu that is highlighted on the LCD screen.   |
| 9  | Messages button           | Press to access voice mail.   |
| 10 | Hold button               | Press to place a call on hold.  |
| 11 | 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.  |
| 12 | 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.  |
| 13 | 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).  |
| 14 | Headset button            | Push to turn the headset on or off. When the headset is on, the button glows green.   |
| 15 | Speaker button            | Push to turn the speaker on or off. When the speaker is on, the button glows green.   |
| 16 | Keypad                    | Use to dial phone numbers, enter letters, and choose menu items.  |

