Place a Call
To place a call, use one of the following methods:
- Lift the handset and dial the number. If you cannot hear a dial tone, choose an available line by pressing the line key.
- Dial the number and then lift the handset.
- Press the line button for your extension, dial the number, and then lift the handset.
- Press any available button, dial the number, and then lift the handset.
- Press the New Call soft key, dial the number, and then lift the handset.
- Press a speed-dial button and then lift the handset.
- If you have selected a number from a directory, press the Dial soft key, and then lift the handset.

Mute a Call
Press the Mute button.
To deactivate mute, press the Mute button again. On the speakerphone, lift the handset.

Answer a Call
- Lift the handset.
- If you are using a headset, press the line button to select between incoming calls.
- On the speakerphone, press the Speakerphone button or Answer.

Transfer a Call
1. Press the Transfer button.
2. Dial the “transfer to” number.
- Hang up or press the Transfer button.
- Wait for answer and announce caller. Press the Transfer button to leave call. Press Resume to reconnect to the caller.
To cancel a transfer, press EndCall then Resume to reconnect to caller.

Hold a Call
Press Hold or select another line.
To retrieve a call on hold, press the flashing button or Resume.

End a Conference Call
- Hang up the handset.
- Press the EndCall soft key.

Directory Transfer
1. Obtain dial tone.
2. Press the Applications line button 24 and navigate to Directories. Or press line button 22 if it is configured as Directories (default).
3. Search for the requested name.
4. When the requested name is selected in the Directory, press Dial.
5. Press the Transfer button.

Call Forwarding
1. Press CFwdAll.
2. Dial “forward to” number.
3. Press # or EndCall.
To cancel call forwarding, go offhook on line, press CFwdAll, then hang up.

Meet-Me Conference Call
1. Obtain a Meet-Me phone number from your system administrator.
2. Distribute the number to participants.
3. Obtain a dial tone, then press the more than one soft keys.
4. Dial the Meet-Me conference number. Participants can now join the conference by dialing in.
To end a Meet-Me conference, all participants must hang up.
Ad Hoc Conference Call

Start a Conference Call
1. From a connected call, press Confrn. (You may need to press the more soft key to see Confrn.)
2. Enter the participant’s phone number.
3. Wait for the call to connect.
4. Press Confrn again to add the participant to your call.
5. Repeat to add additional participants.

Remove Participants
1. Highlight the participant’s name.
2. Press Remove. You can remove participants only if you initiated the conference.
3. To end your participation in a conference, hang up or press EndCall.

Speed Dial
Program Speed Dial
1. Obtain dial tone.
2. Press #.
3. Press Speed-dial to start.
4. Enter number to speed dial.
5. Press Speed-dial to finish.
6. Hang up.

Call From Local Directories
1. Access Applications, then Directories.
2. Scroll to directory or press 4 for Local Directories.
3. Search for name.
4. Scroll to number.
5. Press Dial.

Call History
View Call History
1. Press Applications, then Directories.
2. Scroll to history list.
   • Press 1 for Missed Calls.
   • Press 2 for Received Calls.
   • Press 3 for Placed Calls.

Call from Call History
1. Access Applications, then Directories.
2. Navigate to number.
3. Press Select.
4. Press Dial.

Clear Call History
Press Clear. Clears all history.

DND
1. Press more.
2. Press DND.

Intercom
1. Access Applications, then Directories.
2. Scroll to Speed Dial.
3. Press Intercom Speed Dial.
4. Press the Mute button to answer.

List of Soft Keys

<table>
<thead>
<tr>
<th>Soft Key</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;&lt; or &gt;&gt;</td>
<td>Navigates to edit characters. Use the backspace soft key to erase digits that were entered incorrectly.</td>
</tr>
<tr>
<td>Acct</td>
<td>Consult your administrator on the use of this soft key.</td>
</tr>
<tr>
<td>Callback</td>
<td>Notifies callers that the called line is free.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancels the last selection.</td>
</tr>
<tr>
<td>CFwdALL</td>
<td>Forwards all calls.</td>
</tr>
<tr>
<td>Clear</td>
<td>Clears directory history.</td>
</tr>
<tr>
<td>Confrn</td>
<td>Connects callers to a conference call.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes selected number.</td>
</tr>
<tr>
<td>Dial</td>
<td>Dials the displayed number.</td>
</tr>
<tr>
<td>Directories</td>
<td>Provides access to phone directories.</td>
</tr>
<tr>
<td>DND</td>
<td>Activates the Do-Not-Disturb feature.</td>
</tr>
<tr>
<td>Down</td>
<td>Decreases the LCD screen contrast.</td>
</tr>
<tr>
<td>EditDial</td>
<td>Selects a number and activates the cursor for editing.</td>
</tr>
<tr>
<td>EndCall</td>
<td>Ends the current call.</td>
</tr>
<tr>
<td>Exit</td>
<td>Exits from the current selection or screen.</td>
</tr>
<tr>
<td>Flash</td>
<td>Provides hookflash functionality for three-way calling and call-waiting services provided by the PSTN or Centrex service.</td>
</tr>
<tr>
<td>GPickUp</td>
<td>Selectively picks up calls coming into a phone number that is a member of a pickup group.</td>
</tr>
<tr>
<td>Up</td>
<td>Increases the LCD screen contrast.</td>
</tr>
</tbody>
</table>

Soft Key Descriptions
Login Provides PIN-controlled access to restricted phone features. Contact your local administrator for additional instructions.
Message Dials the local voice-mail system.
more Scrolls through additional soft key options (for example, use the more soft key to locate the DND soft key).
NewCall Opens a new line on the speakerphone to place a call.
Ok Confirms the selection.
Park Forwards calls to a location from which the call can be retrieved by anyone in the system.
Pickup Selectively picks up calls coming into another extension.
Play Plays the ring sound sample.
Redial Redials the last number dialed.
Restore Consult your administrator on the use of this soft key.
Resume Returns to an active call.
Save Saves the last change.
Search Initiates a search in the local directory.
Select Selects the highlighted option.
Settings Provides access to phone settings such as display contrast, ring volume, and ring type.
Transfer Transfers selected calls to an alternate number.
Up Increases the LCD screen contrast.