



Your Phone

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| ③ Feature Softkeys | |
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| ⑦ Voicemail; Hold | |

Feature Buttons

Use feature softkeys to view calls and access features such as Call Log. Use the Direct Dial soft keys (DDI's) to call the contacts on the Directory.

Buttons illuminate to indicate status:

-  Green, steady: active
-  Green, flashing: incoming call
-  Red, steady: line in use
-  Red, flashing: internal extension incoming call

Make a Call

1. Pick up the handset.
2. Enter a number, and then press the Send soft key.

Answer a Call

Pick up the handset.
Using the speakerphone, press  .

Put a Call on Hold

Press  or the Hold soft key during an active call.
To resume a held call, press  or the Resume soft key.

View Your Recent Calls

1. Press the History soft key when the phone is idle, press  or  to scroll through the list.
2. Select an entry from the list, you can do the following:
 - Press the Send soft key to place a call.
 - Press the Delete soft key to delete the entry from the list.

Transfer a Call to Another Person

1. From a call that is not on hold, press  or the Tran soft key.
2. Enter the other person's phone number.
3. Press  or the Transfer soft key again.

Add Another Person to a Call

1. From a connected call that is not on hold, press the Conference soft key.
2. Enter the number of the second party, and then press the Send soft key.
3. Press the Conference soft key again when the second party answers. All parties are now joined in the conference.

Make a Call with a Headset

1. Plug in a headset.
2. Enter a number using the keypad.
3. Press Headset .

Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press Speakerphone .

Mute Your Audio

1. Press Mute  soft key.
2. Press Mute again to turn mute off.

Listen to Your Voice Messages

The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting.
The power indicator LED slow flashes red.

To listen to voice mail messages:

1. Press  or the Connect soft key.
2. Follow the voice prompts to listen to your voice messages and enter your pin.

Do Not Disturb mode

To access DO NOT DISTURB press the DND key.

Adjust the Volume in a Call

Press Volume  left or right to adjust the handset, headset, or speakerphone volume, during a call.

Adjust the Ringtone Volume

Press Volume  left or right to adjust the ringer volume when the phone is not in use.

Change the Ringtone

1. Press the Menu soft key when the phone is idle, and then select Basic > Sound > Ring Tones
2. Press  or  to select the desired ring tone.
3. Press the Save soft key to accept the change.

Notes