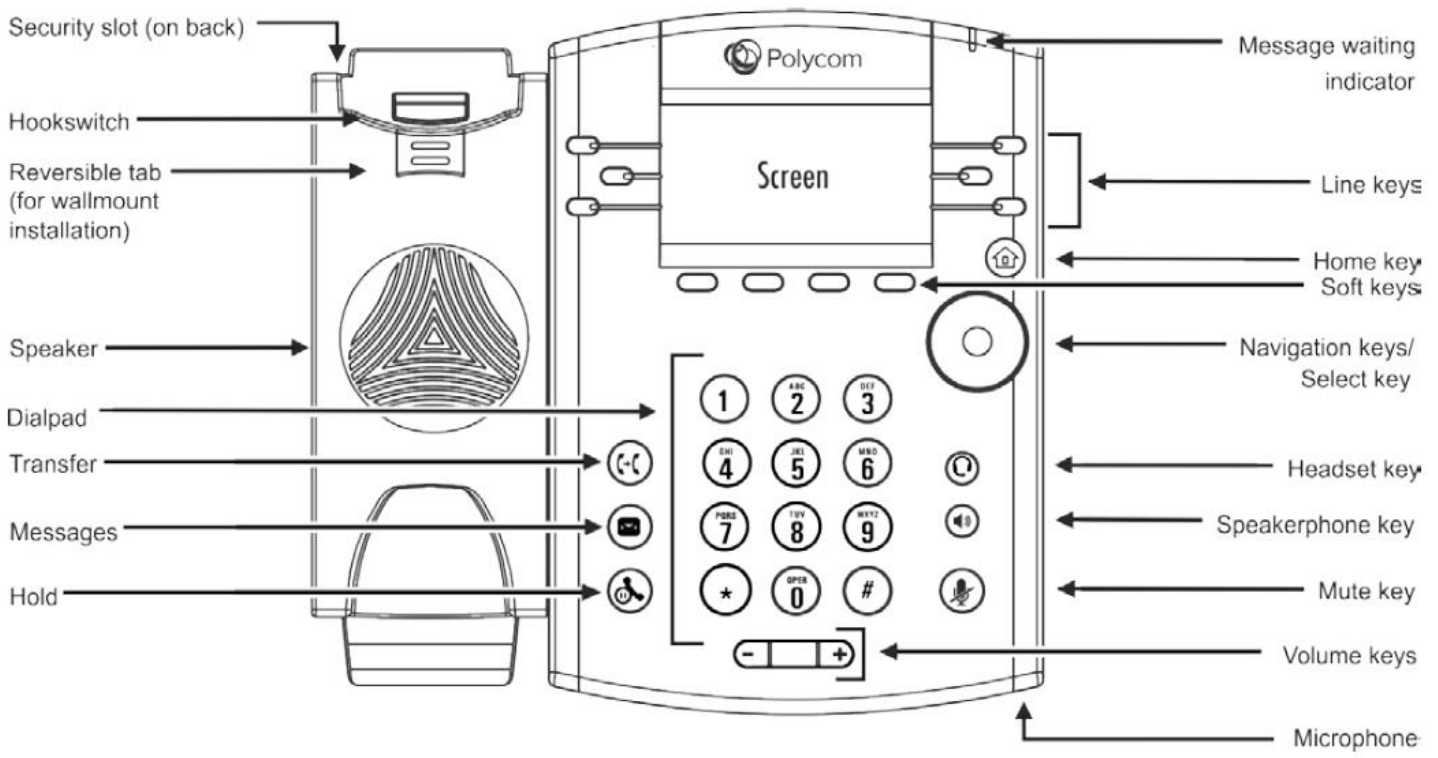




## Phone Directions



### **Making outside calls:**

Lift handset, Dial your 10 digit number (the 1+ is optional).

For extension to extension calls; lift handset, dial 4 digit extension, press "Dial" or "Send" softkey.

For speaker phone calls, press the speakerphone key and dial the number.

Press the "End Call" softkey to hang up or hang up (if speaker phone press the speakerphone button)

### **Intra-Company Call:**

Lift handset or press the speakerphone key and dial the extension number, then press the "Dial" or the "Send" key. The called extension will ring. If not answered, call will go to voicemail.

### **Transferring calls:**

When transferring a call, you have 2 options. The first is called **Announce the Call Transfer**, this allows you to talk to the person you are transferring the call to, before the transfer is completed. The second option is called an **Immediate or Blind Transfer**, this transfer option doesn't allow you to talk to the person you are transferring to and is an immediate transfer.

#### **Transferring a Call - Announce the Call**

With a call in progress, press the Transfer Button or the "Transfer" softkey, dial extension (or outside number). Wait for the called party to answer to announce the call, when you are finished with the announcement, hang-up. To cancel the transfer, press the "Cancel" softkey.

#### **Transferring a Call - Immediately or Blind Transfer**

With a call in progress, press the Transfer Button or the "Transfer" softkey, press the "Blind" softkey, dial extension (or outside number), hang-up.

**IMPORTANT:** When using the Announce the Call Transfer, you must stay on the line until the person answers. The Caller ID will display the your name and number **NOT** the person you are transferring.



### **3 Way Conference Call:**

With the 1<sup>st</sup> party on the line, press the “More” soft key and then “Confnc” softkey. Dial 2<sup>nd</sup> party (extension or outside call), when the 2<sup>nd</sup> party answers press the “More” soft key and then “Confnc” softkey again.

### **Directed Call Pickup:**

With call ringing on another phone, dial \*8 and the extension number, then press the “Dial” or “Send” softkey.

### **Park and Pickup:**

To park a call, press one of the Park buttons.

To pick up a Parked call, press the corresponding Park button.

### **Paging:**

To page the all of the phones in your immediate office, press the Paging softkey. (paging is not supported between offices without special equipment)

### **Call Forwarding:**

Press the “Forward” softkey. Select the Forwarding Type. If a forwarding number is not listed, enter the number to forward. Press the Enable softkey.

Fwd: (number forwarded to) will display in the top right-hand corner

### **View Recent Calls:**

To view review recently **Placed** calls press the RIGHT arrow on the Navigation key

To view review recently **Missed** calls press the DOWN arrow on the Navigation key

To view review recently **Received** calls press the LEFT arrow on the Navigation key

Use the navigation key to select a number. Press the “info” softkey for more information. Press the “Dial” softkey or the select key to dial the highlighted number. Press the left arrow to go back.

### **Contact Directory:**

The Contact Directory allows you to store phone numbers in the phone. You can set any number of these as a favorite.

Press the Home button, press the right arrow on the navigation key to highlight Directories and press select Key

Press the Select Key or the 1 key to select Contact Directory.

To add a new Contact, Press the Add softkey. Use the Navigation and Number Pad to enter the contact information.

To dial a contact, Press the Dial softkey

### **View Favorites:**

To view the Favorite Contacts press the UP arrow on the Navigation key.

