



## ANSWERING A CALL

### Using the handset:

Pick up the handset.

### Using the speakerphone:

Press 

### Using the headset:

Press 


**Note:** You may ignore an incoming call by pressing the **Reject** soft key.

## ENDING A CALL

### Using the handset:

Hang up the handset or press the **End Call** soft key.





### Using the speakerphone:


Press  or the **End Call** soft key.

## REDIAL


### Using the headset:


Press the **End Call** soft key.

Press  to enter the **Placed Calls** list. Press  or  to select the desired call, then press  or the **Send** soft key.


Press  twice when the phone is idle to call the last dialed number.


## MUTING A CALL

Press  to mute the microphone during a call.

Press  again to un-mute the call.



## VOLUME ADJUSTMENT

Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.


Press  when the phone is idle to adjust the ringer volume.


## RING TONE




1. Press the **Menu** soft key when the phone is idle, 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.

## PUTTING A CALL ON HOLD


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

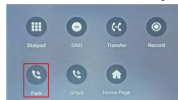
If there is only one call on hold, press  or the **Resume** soft key.

If there is more than one call on hold, press  or  to select the desired call and then press  or the **Resume** soft key.

## CALL PARK AND RETRIEVE


### Call Park

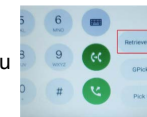
1. While on an active call, press the **More**  soft key
2. Select the **Park** soft key on the screen



3. Follow the voice prompts
4. Enter the extension plus # where the call will be parked

### Retrieve


1. To retrieve a parked call, press the **Call**  button
2. Press the **Retrieve Park** soft key on the right side menu
3. Enter the extension plus # where the call is parked

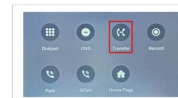



## TRANSFERING A CALL

There are two ways to transfer a call: **Blind Transfer** and **Announced Transfer**.


### Blind Transfer:

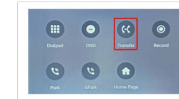
While on an active call, press the **More**  soft key. Press the **Transfer** soft key on the screen




3. Enter the ext or number the call will be transferred to
4. Press the **Blind Transfer**  button



### Announced Transfer:

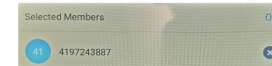
While on an active call, press the **More**  soft key. Press the **Transfer** soft key on the screen



3. Enter the ext or number the call will be transferred to
4. Press the **Blind Transfer**  button

## CONFERENCE CALL

1. Press the **Invite**  soft key during an active call
2. The call is placed on Hold
3. Enter the ext or number of the second party, then press the **Plus**  key
4. OK in the **Selected Members** popup screen



5. Press the **Call**  button to initiate the conference

**Note:** You may split the conference call into two individual calls by pressing the **Split** soft key

## VOICE MAIL

The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The Message key LED lights up in red.