



- Record your no answer greeting for when you are away by pressing **3**.
- If you are going on vacation and you want to let people know you are gone, but not let them leave a message, you can record an extended away greeting by pressing **4**.

Place a Call

Enter a number using the Keypad first and then pick up the handset. There is no need to dial 9; just dial the 10 digit number. If international dialing is enabled, dial 011 + the country code + the number. For internal calls dial the extension.

Answer a Call

Pick up the handset, or press the **Speakerphone** button , or the **Headset** button .

Put a Call on Hold

- Press the **Hold** button  or the **Hold**  soft key.
- To resume a call from hold, press the **Hold** button  again or the **Resume**  soft key.

View Your Recent Calls

- Select which line's recent calls you'd like to see using the navigation ring .
 - Press the rightmost soft key  to go to the next set of soft keys.
 - Press the **Recents**  soft key.
- Or
- Press the **Settings** button .
 - Scroll to select **Recents**.
 - Scroll to choose **All**, **Missed**, **Received**, or **Placed** calls.

Line and Busy Lamp, and Feature Buttons

Use the line and feature buttons to view calls on a line, access features such as Speed Dial, and to perform tasks such as resuming a held call.

Buttons illuminate to indicate status. For a line:

-  Green - steady: Line is idle
-  Red - steady: Line in use
-  Red - flashing: Line in use by someone else
-  Amber - steady: Line is unregistered

For lines monitored by a Busy Lamp:

-  Green - steady: Line is idle
-  Red - steady: Line in use
-  Red - flashing: Incoming or held call

Setting Up Your Voicemail

You have been given a temporary password, but you will need to think of a new password that is at least 6 digits long and does not contain repeated digits (111111) or sequential digits (123456) digits and does not contain your extension number forward or reverse.

You will record your name, and up to 3 different greetings.

- Press the Messages button and follow the prompts.
- Enter your temporary password followed by the # key.
- Enter your new password followed by the # key. Repeat to confirm.
- Record your name.
- Your voicemail greetings are inside your voice mailbox, access this by pressing **1**.
- Record your busy greeting for when you are on the phone by pressing **2**.

Transfer a Call to Another Person Immediately

1. From a call that is not on hold, Press the rightmost soft key  to go to the next set of soft keys.
2. Press the **BlindXFer**  soft key.
3. Enter the other person's phone number and press the **Call**  soft key.

Transfer a Call to Another Person Announced

1. From a call that is not on hold, press the **Transfer** button .
2. Enter the other person's phone number and press the **Call**  soft key.
3. Wait for the other person to answer and then announce the call.
4. Press the **Transfer** button  again or the **Transfer**  soft key to complete the transfer and connect the other two people.
5. If you announce the call and the person does not want the transferred call, press the white **End Call**  (not the red **End Call** if they hung up first) and then the **Resume**  soft key to return to the original caller.

Transfer a Call Directly to Voicemail

1. From a call that is not on hold, press the **Transfer** button .
2. Dial *55
3. Dial the other person's extension and press #.

Add Another Person to a Call

Up to 3 people can be added to a call.

1. From an active call, press the **Conference** button .
2. Enter the number you want to join and press the **Call**  soft key.

3. Once the call is connected, press the **Conference** button  again.

Place a Call with a Headset

1. Plug in a headset.
2. Enter a number using the Keypad.
3. Press the **Headset** button .

Place a Call with the Speakerphone

1. Enter a number using the Keypad.
2. Press the **Speakerphone** button .
3. Picking up the handset will shift the call off of the speaker.

Mute Your Audio

1. Press the **Mute** button  (will be red when muted).
2. Press the **Mute** button  again to turn mute off.

Listen to Voice Messages

Press **Messages** button  and follow the voice prompts. To check messages for a specific line, use the navigation ring  to select the line.

Forward All Calls

1. Press the rightmost soft key  to go to the second set of soft keys.
2. Press the **Forward**  soft key.
3. Enter the number that you want to forward to. If it was an extension, press the **Call**  soft key to finish.
4. Where it is forwarded will appear in the upper left below your number.
5. When you return, press the **Clr fwd**  soft key on the second set of soft keys to disable this forwarding.

Adjust the Volume in a Call

Press **Volume** control  left or right to separately adjust the handset, headset, or speakerphone volume as each is in use. Each setting is stored separately.

Adjust the Ringtone Volume

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

Change Ringtone

1. Press the **Settings** button .
2. Select **User preferences > Ringtone > Ext # - Ring tone**, where # = extension number.
3. Scroll  through the list of ringtones and press the **Play**  soft key to hear a sample.
4. Press the **Select**  soft key and the **Set**  soft key to save a selection.
5. Press the **Back** button  several times to exit.

Adjust the Screen Brightness

1. Press the **Settings** button .
2. Select **User preferences > Screen preferences > Display brightness**.
3. Use the navigation button  left or right to adjust the brightness.
4. Press the **Save**  soft key to save your setting.
5. Press the **Back** button  several times to exit.