



▪ **Make a Call:**

- Lift the handset.
- Dial the number.
- Press the **Dial** button.
- Or:
 - Dial the number.
 - Lift the handset.

▪ **Answer a Call:**

- When you are not on the phone, you can answer a call two ways:
 - Pick up the handset.
 - **Or:** Press the Answer soft key to answer in speaker mode.



- IF you're busy on the phone and a second incoming call arrives on the same number, you can answer it using the soft keys:
 - When you see an incoming call use the soft keys to **Ignore**, **Answer** or **Reject** the call.
 - If you press **Answer** to take the incoming call, this places the original call on hold.
 - Once you are done with the incoming call press the soft key to **EndCall**.
 - This refreshes the soft keys listed and will allow you to go back to the original call. Just press the soft key to **Resume** and continue as normal.
- **Review Missed Calls:**
 - Press the **Down Arrow** button (see main control buttons) to scroll through the list of missed or received calls.
 - To delete the listing of missed calls, press the "✓" button (see main control buttons) and select delete.
- **Place a Call on Hold:**
 - Press the **Hold** button to place current call on hold.
 - To take the call off hold press the soft key to **Resume** and continue as normal.
- **Transfer a Call to Voicemail:**
 - Press the **Transfer** button to place caller on hold.
 - Dial *7 then the extension you are transferring to.
 - Press the **Dial** button.
 - Hang up the handset.
- **Transfer a Call to Another Extension:**
 - Press the **Transfer** soft key.
 - Press the **Blind** soft key.
 - You'll hear a dial tone. Dial the extension, then press **Dial**.
 - Hang up.

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- **Answer Call Waiting:**
 - Press the **Answer** soft key.
- **Listen to Voicemail:**
 - Press 1440, then press the **Dial** button.
 - Enter your passcode and follow the prompts.
- **Set a New Ring Tone:**
 - Press the **Menu** button.
 - Press the **Down Arrow** button (see main control buttons) until you see **Settings**.
 - Press the "✓" button (see main control buttons) to select **Settings**.
 - Press the "✓" button to select **Basic**.
 - Press the **Down Arrow** button until you see **Ring Type**.
 - Press the "✓" button to select **Ring Type**.
 - Press the **Down Arrow** to find desired ring tone.
 - Press the "✓" button to select the ring tone.
 - Press either the "-" or the "+" key to control the volume.
- **Tips and Tricks (optional):**
 - Press the **Up Arrow** for speed dial list.
 - Press **Dial** to view placed calls
 - Press **Menu** (sometimes repeatedly) to return to main display.
 - Use **Mute** button during a call so that the other party (or parties) cannot hear you. This will apply to all modes: Handset, Headset, and Hands-free Speakerphone. Note – You can still hear all other parties while mute is enabled. Once finished, press **Mute** button to turn off.