

Answer a Call

Lift the handset or press “Answer” or press the speakerphone button.

Press the “Silence” button to silence the ringer.

Press the “Reject” button to immediately send the caller to voicemail.

Press the “Forward” button and dial an extension or number to forward the call.

Answer a Call When Already on a Call

A beep and flashing red LED will indicate a second incoming call.

Press the Down Arrow to see the full caller ID information.

To answer, press “Answer”. Press “Swap” to change between the calls.

Press “End Call” to end that call, then “Resume” to take the remaining call off hold.

Call Records

Press “History”. Use the Up, Down, Left and Right arrows to navigate.

Call Park

Press the “Park” button, listen for the park number. Dial the number from another phone to retrieve the call.

Call Forward

Dial *71 and the number to forward to and wait for confirmation tone.

Dial *071 to cancel call the forward.

Call Pick-up

Press the “Pick Up” button.

Dial *4 to answer any other ringing phone in your group.

Dial *04 and the ringing extension to answer that extension.

Conference

With an active call, press “Confrnc” to place the first call on hold. Dial the additional party. Once answered, press “Confrnc” again to conference all parties.

Do Not Disturb

Press to turn DND on and off. When on the phone rejects all incoming calls and intercoms.

Directory

Press the “Directory” soft button to see the local phonebook/directory.

Hold

Press the “Hold” button to hold and resume the call. Use the up and down arrows to switch between multiple calls on hold.

Intercom (Instant two-way audio with another phone)

Dial *5 and the desired extension.

Paging

Dial the extension of the page group (see the Directory for listings)

Ringer Settings

Press the “Menu” button, dial 6411. Use the up and down arrows to hear alternate ringers. Press the “Save” button to save the new ringer. Press the “Back” button 3 times then the “Exit” button.

Transfer by Extension Button

Press “Transfer”, press the button next to the desired extension.

Transfer by Dialing Extension

Press “Transfer”, dial the desired extension, press Transfer again.

Transfer Announced

(Transfer a call but speak to the dialed person first)

Press “Transfer”, dial the extension and wait for answer, make announcement and press “Transfer” again. To cancel the transfer press “Cancel”, then press “Resume” to take the call off hold.

Transfer – Direct to Voicemail

Press “Transfer”, dial ** and the extension, press “Transfer” again.

Volume

Use the – and + buttons to change the handset, speakerphone and ringer volume.







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Voicemail – Retrieve Messages

- Press the “Message” button (envelope) and enter your password.
- Dial 1 to listen to messages.
- During or after message playback:
 - Dial 5 to repeat
 - Dial 6 to proceed to next message
 - Dial 7 to delete
 - Dial 33 to hear the date, time and caller information

Icon Legend

-  Voicemail
-  Do Not Disturb is On
-  Ringer Volume is 0
-  Missed Calls
-  Call Forward Active
-  Headset Mode

Voicemail - Initial Setup

Press the “Message” button (envelope) and enter your password.

Press 0.

Press 1 to record your Unavailable greeting (played when you do not answer.)

Press 2 to record your Busy greeting (played with you are on the phone.)

Press 3 to record your name.

(Press # to finish recording; press 1 to accept, 2 to listen or 3 to re-record.)



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