To Place an Outgoing Telephone Call:

- Lift the handset
- Dial 9 + area code (local calls) or Dial 9 + 1 + area code (long distance calls)
- Dial the number you wish to call

To Place an Internal Telephone Call:

- Lift the handset
- Dial extension number

To Place a Call on Hold

- With a call on the line, press Hold

To Reconnect with Caller

- Press the flashing line key

Transferring a Call

- With caller on the line, press TRANS/CONF on your phone set
- Dial the appropriate extension number or outgoing telephone number
- Then hang-up or announce the transfer and then, hang-up to transfer call
- Press Cancel to return to caller

Conferencing Calls

- With a caller on line, press TRANS/CONF
- Dial second party (internal or external)
- Wait for an answer, repeat if adding more callers
- Press TRANS/CONF to bring all parties together

To Disconnect from a Conference Call

- Hang-up

Ringer Adjust

- Volume – press * to adjust – press ARROW key to change the volume and press # to SAVE.
- Pitch – press * to adjust – press ARROW key to change the pitch and press # to SAVE.

Superkeys

Phonebook:

- Press the SUPERKEY
- Press YES key
- Enter first or last name using dial pad then press the softkey to say YES and dial

Call Forward:

- You can redirect your incoming and external calls to an alternative number (pre-programmed to voicemail)

To Turn Call Forward On and Off (once it has been programmed):

- Press the CALL FORWARD ALWAYS key to turn ON or OFF
- (When red light is on, CALL FORWARD ALWAYS is on)

OR

- Press the SUPERKEY
- Press the * until "CALL FORWARDING" appears
- Press * to select

To Program Call Forwarding:

- To program press SUPERKEY
- Press the # key until "CALL FORWARDING" appears
- Press * for YES
- Press * to review when ALWAYS appears
- Press the # key until the call forward appears
- Press the * key to program
- Dial the destination extension
- Press the down arrow key to SAVE

Speed Calls:

To Program Speed Calls:

- Press SUPERKEY
- Press the # key until "PERSONAL KEYS" appears and then Press *
- Press a PERSONAL KEY that isn't a line being used
- Press * to CHANGE or # to CLEAR
- Dial "9" + area code and phone number or extension number
- Press the PERSONAL KEY again
- If you want the number to be private, press the * or # to keep number visible
- Press SUPERKEY to program another PERSONAL KEY

To Use a Speed Call Key:

- Lift the handset or select line key and then Press the appropriate SPEED CALL key