



## SPEAKERPHONE OPERATION

- Press **SPEAKER** key to place a call or answer a call using the speaker phone
- To turn microphone on/off, press the **MIC** key or the key under **MIC** in display.
- The **MIC** is only associated with your speaker, not your handset.
- Press the ▲ and ▼ arrow key to adjust speaker volume.
- Press the **SPEAKER** key to hang up

## MUTE

To “mute” your handset only, press the key under **MUTE** in display.

## TO ADJUST DISPLAY CONTRAST

- Press ▲ and ▼ arrow key while handset is down.

## TO ADJUST RINGER VOLUME & TONE

- Press **FEATURE** key + **3**. Press ▲ or ▼ arrow key while phone is ringing to change the volume OR press **FEATURE** key + **3**, then continuing to press the **3** key will scroll through the different ring tones. Press **FEATURE** again to save new volume or ring tone.

## RECALL

Press the **RECALL** key to disconnect your current call and recall new dial tone to dial another number.

## CALL HOLD

- Press the **HOLD** key.
- To retrieve call, press flashing green **LINE** key.

## 3-WAY CONFERENCE CALL

- With 1<sup>st</sup> call in progress, press **TRANSFER** key.
- Dial 2<sup>nd</sup> party, when call is answered, press **CONF** key. **CONF** key will light.

## TRANSFERING A CALL

- Press **TRANSFER** key.
- Dial extension where call is to be transferred.
- Announce call (optional). Hang up. If you wish to return to first caller, press the **TRANSFER** key. To disconnect from voicemail dial ##, press **TRANSFER**.

\*\*To transfer a call into someone's voicemail box, press transfer key and dial **71701**. When voicemail answers, press the \* key. When prompted, enter mailbox number they wish to leave a message for. Hang up.

## CONSULTATION HOLD

- While on a call press **TRANSFER** key, 1<sup>st</sup> caller is now placed on hold.
- Dial 2<sup>nd</sup> party you wish to consult.
- Press **TRANSFER** key to return to original caller, 2<sup>nd</sup> party is now on hold.
- Pressing the **TRANSFER** key allows you to toggle between calls.

## GROUP PICK UP

- To answer another ringing phone in your “Pick Up” group, lift handset and press **PICKUP** key.
- You will be connected to the caller.

## DIRECT PICK UP

- To answer any ringing phone, lift handset and dial # **6 plus extension number of ringing line**.
- You will be connected to the caller.

## FORWARD ALL CALLS~SET

- Lift handset or press **SPEAKER** key.
- Press extension key you wish to forward.
- Press **FWD ALL** key and dial destination extension number. (wait until you hear the high pitched beep tone)
- **FWD ALL** key lights solid red.  
\* To forward calls to voicemail enter destination extension **71701**.

## FORWARD ALL CALLS~CANCEL

- Lift handset or press **SPEAKER** key.
- Press extension key to be cancelled.
- Press **FWD ALL** key plus the \* key.
- Wait to hear high pitched beep tone. **FWD ALL** key will go out.

## FORWARD BUSY CALLS~SET

- Lift handset or press **SPEAKER** key.
- Press extension key you wish to forward.
- Press **FWD BSY** key and dial destination extension number. (wait until you hear the high pitched beep tone)
- **FWD BSY** key lights solid red.  
\* To forward calls to voicemail in a busy condition enter destination extension **71701**.

## FORWARD BUSY CALLS~CANCEL

- Lift handset or press **SPEAKER** key.
- Press extension key to be cancelled.
- Press **FWD BSY** key plus the \* key.
- Wait to hear high pitched beep tone. **FWD BSY** key will go out.

## FORWARD NO ANSWER CALLS~SET

- Lift handset or press **SPEAKER** key.
- Press extension key you wish to forward.
- Press **FWD NA** key and dial destination extension number. (wait until you hear the high pitched beep tone)
- **FWD NA** key lights solid red.  
\* To forward calls to voicemail in a no answer condition enter destination extension **71701**.

## FORWARD NO ANSWER CALLS~CANCEL

- Lift handset or press **SPEAKER** key.
- Press extension key to be cancelled.
- Press **FWD NA** key plus the \* key.
- Wait to hear high pitched beep tone. **FWD NA** key will go out.