2. MAKING CALLS
These icons displayed on the Main Screen identify the current call status.

<table>
<thead>
<tr>
<th>Incoming Call</th>
<th>Call in Progress</th>
<th>Call on Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ icon ]</td>
<td>[ icon ]</td>
<td>[ icon ]</td>
</tr>
</tbody>
</table>

Place an Internal Call
- Lift the handset and dial the internal extension number.

Place an External Call
- Lift the handset and dial 8 + the external number.
- Dial 8 + the external number with handset in place to make a speakerphone call.
- Hang up or press End to end the call.

Switch Between Handset and Speakerphone
- To switch from Handset to Speakerphone, press the Speaker button, and then replace the handset.
- To switch from Speakerphone to handset, lift the handset. The speakerphone is disabled automatically.

Microphone Mute
- While on a call: Press the Mute button.
- To disable Mute, press the Mute button again.
- The light will turn off.

Redial
- Press the Redial button. The last number is redialed.
- Press and hold the Redial button to see a list of the last 8 calls placed.
- Select the Number to redial.

Dial by Name
- Using the alpha keypad, type the last name (or initials) of the desired party.
- Select the softkey that displays the desired type of search (last name, or initials).
- Use the Navigator button to scroll through the names.
- Press the button associated with the desired name to call.

3. HOLD
- While on a call: Press the white softkey next to the Call In Progress icon on your screen (top right or left corner).
- Call will be on hold. The On Hold icon is the musical note.
- Retrieve the call by pressing the white softkey associated with the on-hold icon.

Answer a Second Call
- You will hear a beep, the caller's ID will display, and you will see an incoming call icon in the corner of your screen.
- Press the white softkey next to the incoming call icon to answer the second call. Your first call will automatically be placed on hold.
- To return to the other held call, press the white softkey next to the on hold icon. (musical note)

Place a Second Call While on One Call
- Press the New Call softkey.
- Dial the extension number or 8 + the telephone number. Your first call will automatically be placed on hold.
- To return to the other held call press white softkey next to the on hold icon (musical note).

End One Call and Return to Other Call
- Press the End button while on the active call you wish to end.
- This will automatically connect you with the call on hold.

Consultation Call
Consult briefly with a colleague while on a call.
- While on a call: Press the New call softkey.
- Dial the second party.
- When the second party answers, screen will show two tabs allowing you to toggle between the two calls.
- Press Cons Call Off to end the second call.
- or Press Transfer to join the two calls (you will be disconnected).
- or Press Conference to join yourself and the two parties.

4. TRANSFER CALLS

Warm Transfer
- While on a call: Press New Call.
- Dial the desired number or extension.
- When the second party answers, announce the call.
- Press Transfer to complete.

Blind Transfer
- While on a call: Press New Call.
- Dial desired number or extension.
- Press Transfer to complete.

Voicemail Transfer
Transfer a call directly to another user's voicemail.
- While on a call: Press New Call.
- Dial the desired extension followed by the number 8.
- Press Transfer to complete.

5. CONFERENCE CALL
Allows you to add two additional parties to the same call.
- While on a call: Press New Call.
- Dial the number of the second party, including an 8 for an external call.
- Announce the call to the second party.
- Press the Down Arrow of the circular navigator one time
- Press the Conference softkey.
- Calls are joined.
- To cancel the conference and return to the first caller, press End Conference.

6. CALLBACK REQUEST
- If the number you are calling is busy, select the Call Back softkey.
- The other user will see a Callback request from you.

7. RETURN THE LAST UNANSWERED CALL
- Press Envelope button.
- Press Unanswered Calls softkey.
- Press Unanswered external (or internal) call.
- Display will show number, date, and time of call.
- Press Recall softkey to return the call, or press Delete softkey to delete.

NOTE: A call that goes to voicemail is considered an Answered Call.

8. CALL PICKUP (GROUP OR DIRECTED)
Group Call Pickup
Answer calls that are ringing on a different phone in your Pickup Group.
- Dial *73 or press the Pick-up key.
- You will answer the longest ringing phone in your Pickup Group.

Directed Call Pickup
Answer calls that are ringing on a different phone.
- Dial *72 or press the Pick-up key.
- Enter the extension of the ringing phone.
- You will be connected with the ringing call.

9. CALL PARK
Place a call on hold and recover the call on another phone.
- While on a call: Press the Park the call softkey.
- Dial the extension number where the call will be parked.
- Dial "+75 plus the parking extension number to retrieve the call.

10. PERSONAL SPEED DIAL KEYS
Program a Personal Speed Dial Key
- Select and hold an unused programmable key.
- Select the Speed dial softkey.
- Enter the number, including 8 for an external number.
- Press Apply or use the Navigator to scroll down to Mnemonic.
- Use the alpha keyboard to enter the name (14-character limit).
- Press Apply to confirm.

Modify or Delete a Personal Speed Dial Key
- Press the key.
- Select the programmable key to modify or delete.
- Select Modify and enter the modifications.
- OR

3. HOLD
- While on a call: Press the white softkey next to the Call In Progress icon on your screen (top right or left corner).
- Call will be on hold. The On Hold icon is the musical note.
- Retrieve the call by pressing the white softkey associated with the on-hold icon.
11. CALL FORWARD

Immediate Call Forward
- Press the Round Arrow on the top right of the Main Screen.
- Select the Immediate Fwd softkey.
- Enter the desired destination number.
- Press End.

NOTE: If forwarding to an external number, include an 8 plus the number

ADDITIONAL NOTE: If Call Forwarding is activated, the Call Forwarding icon (round arrow) will be rotating on your main screen.

Cancel Call Forward
- Press Forward from the Menu screen.
- Select the Deactivate softkey.
- Press End.

12. RING PATTERN, VOLUME, CONTRAST ADJUSTMENT

Ring Pattern (16 Options)
- From the Menu screen, select the Settings softkey.
- Select Set.
- Select Ringing.
- Select Internal call or External call.
- Use the Navigator to scroll through and select the melody by pressing the associated softkeys.
- Press OK.
- Press End.

Ring Volume (12 Levels)
- From the Menu screen, select the Settings softkey.
- Select Set.
- Select Ringing.
- Select Level.
- Press + or - to select desired level.
- Press OK.
- Press End.

NOTE: Ring volume can be adjusted by pressing + or - while your phone is ringing.

Other Ring Options
Silent mode, Progressive Ringing, or Beeps features are selected by accessing the More Options screen.

Audio Volume
- While on a call: Press + or - to adjust the handset or speakerphone volume.

Screen Contrast
- When phone is idle press + or - to select desired contrast level.
- Press OK.

13. ACCESS TO VOICEMAIL

- Press the Voicemail button or dial the voicemail number, and follow the prompts.
- Voicemail button will be lit when there are messages (voice, text, callback).

1. ABOUT YOUR PHONE

Adjust the LCD Display
- Adjust the angle of the LCD Display by pressing on the tab located at the top center of the display panel.

Screens, Navigator and Back Button
- Scroll through the three screens by pressing the Navigator arrows right or left.

Menu Screen
- The Menu screen lists features and applications such as phone settings, Outgoing Calls list and Call Forward options.

Main Screen
- The Main screen lists your line appearances and your programmed speed dial buttons.

Info Screen
- The Info screen lists information about the telephone and its status, such as voicemails and reminders.