**Basic Phone Features**

- **To place a call:**
  - Lift the handset and dial the number.
  - Press the line button for your extension, then dial.
  - Press the Speaker button, then dial.
  - Press the NewCall soft key, then dial.
  - If you are using a headset, press the Headset button, then dial.
  - If you have established speed dial numbers, press a Speed dial button.
  - If you have selected a number from a directory, press the Dial soft key.

- **To answer a call:**
  - Lift the handset.
  - If you are using a headset, press the Headset button. If necessary, press the line button of the incoming call.
  - To use the speakerphone, press the Answer soft key or the Speaker button.

- **To redial a number:**
  - To redial the most recently dialed number, press the Redial soft key.
  - To view missed calls:
    1. Press the Directories button.
    2. Press 1 for Missed Calls.
  - To speed dial from a directory menu:
    1. Press the Directories button.
    2. Find the directory that you want, then press the corresponding item number. For example, press 3 for Placed Calls.
    3. Press the Dial soft key to speed dial a selected number. Press EditDial to add or remove digits before dialing.

- **To put a call on hold:**
  - Press the Hold soft key.
  - To return to the call, press the Resume soft key.
  - If multiple calls are on hold, use the Navigation button to select the desired call before you press Resume.

**Instant Help**

To display instant help about buttons and features:

- Press the ? button once, then press a button or soft key.
- Highlight a feature in the directories, settings, or services menu, then press the ? button twice quickly.

For more information:

If multiple calls on multiple lines are on hold, press the line button for the line to which you want to switch and use the Navigation button to select the desired call. Press Resume.

Note: Because engaging the Hold feature generates music or a beeping tone, avoid putting a conference call on hold.

To place a conference call:
1. During a call, press the more soft key and then the Confrn soft key to open a new line and put the first party on hold.
2. Place a call to another number.
3. When the call connects, press Confrn again to add the new party to the call.

To transfer a call:
1. During a call, press the Transfer soft key. This puts the call on hold.
2. Dial the number to which you want to transfer the call.
3. As soon as you hear ringing, or after the party answers, press Transfer.

To forward all calls to another number:
1. Press the CFwdAll soft key. You will hear two beeps.
2. Enter the number to which you want to forward all of your calls. Enter the number exactly as you would if you were placing a call to that number.
3. To cancel call forwarding, press the CFwdAll soft key.

To mute a call:
Press the Mute button. To disengage mute, press Mute again or lift the handset.

Voice Mail
To access your voice mail:
Press the Messages button and follow the voice instructions.

Note: When you receive a new message, a flashing envelope icon displays on your LCD screen. Depending upon your phone configuration, the light on your handset glows to indicate that you have received a new message.

Volume and Ringer Sound
To adjust the ringer volume:
Press the up or down Volume button while the handset is in its cradle.

To change the ringer sound:
1. Press the Settings button.
2. Press 2 for Ring Type.
3. Use the Navigation button to scroll through the list of ring types and press the Play soft key to hear samples.
4. Highlight the ring you want, then press the Select soft key.
5. Press the OK and Save soft keys.

To adjust the handset, speakerphone, or headset volume:
During a call, press the up or down Volume button. Press the Save soft key to apply the new volume level to future calls.

User Options Web Pages
Use these web pages to do the following:
Change the default language for your web pages and phone, assign speed dial buttons, specify a message light policy, manage call forwarding, and subscribe to available features and services.

To access the main menu:
1. Use a Web browser to access the URL provided by your system administrator.
2. Enter your user ID and password and click Log On.
3. If needed, select your phone or profile.

Button Legend