














Placing a Call	Answering a Call	Rejecting an Incoming Call
<ol style="list-style-type: none"> 1. Pick up handset 2. Or press speaker  button 3. Or press headset  button 4. Or press new call soft key 5. Enter the number 6. Wait 3 seconds or click send soft key 	<ol style="list-style-type: none"> 1. Pick up handset 2. Or press speaker  button 3. Or press headset  button 4. Complete call 5. Hang up headset 6. Or press speaker  button 7. Or press headset  button 	<ol style="list-style-type: none"> 1. Press reject soft key while phone is ringing 2. Call sent to voicemail immediately
Ignoring an Incoming Call	Warm Transferring a Call	Blind Transferring a Call
<ol style="list-style-type: none"> 1. Press more soft key while phone is ringing 2. Press ignore soft key 3. Audible ringing ceases 4. Answer phone call prior to call being sent to voicemail 	<ol style="list-style-type: none"> 1. Answer phone call 2. Notify caller of transfer 3. Press transfer soft key 4. Or Press transfer  button 5. Enter number or extension to transfer call 6. Press send soft key or wait 3 seconds 7. Wait for answer 8. Announce caller 9. Press transfer soft key 10. Or Press transfer  button 	<ol style="list-style-type: none"> 1. Answer phone call 2. Notify caller of transfer 3. Press transfer soft key 4. Or Press transfer  button 5. Press blind soft key 6. Enter number or extension to transfer call
Forwarding an Incoming Call	Forwarding an Extension	Searching the Directory
<ol style="list-style-type: none"> 1. Press forward soft key while phone is ringing 2. Enter phone number or extension to forward incoming call to 3. Press forward soft key 	<ol style="list-style-type: none"> 1. Press forward soft key from lines view 2. Arrow down or up to select appropriate forwarding option <ol style="list-style-type: none"> a. Always b. No Answer c. Busy 3. Enter number 4. Press enable soft key 	<ol style="list-style-type: none"> 1. Press home  button on phone 2. Arrow to directories icon 3. Press select button 4. Arrow and select contact directory from menu 5. Enter search criteria 6. Press search soft key

Create a Conference Call	Conference Call Actions	Add a Contact
<ol style="list-style-type: none"> 1. Call first participant 2. Press more soft key 3. Press confnc soft key 4. Dial number of second participant 5. Press confnc soft key 	<ol style="list-style-type: none"> 1. Press hold soft key to place all participants on hold 2. Press split soft key to move participants into separate calls 3. Press end call soft key to hang up just your line, leaving other participants connected 	<ol style="list-style-type: none"> 1. Press home  button on phone 2. Arrow to directories icon 3. Press select button 4. Arrow and select contact directory from menu 5. Press add soft key 6. Enter contact information 7. Press save soft key
Add a Speed Dial	Access Voicemail	Setup
<p>Internal Contact</p> <ol style="list-style-type: none"> 1. Search for an internal contact 2. Press info soft key 3. Press more soft key 4. Press add soft key 5. Press yes soft key <p>External Contact</p> <ol style="list-style-type: none"> 1. Add a Contact 2. Arrow down on contact record to Favorite Index field 3. Enter an used speed dial number 4. Press save soft key 	<ol style="list-style-type: none"> 1. Press voicemail  button 2. Or Dial *123 3. Or Press home  button on phone 4. Arrow and select messages icon 5. Or Dial number from outside phone 6. Press * key on phone when you message begins 	<ol style="list-style-type: none"> 1. Access voicemail 2. Enter default pin (4-digit extension) 3. Record name 4. Record busy message 5. Record unavailable message 6. Reset pin <ol style="list-style-type: none"> a. 4 digits b. Non sequential c. Different digits d. Not 4 digit extension