






















| 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 tap New Call soft key 5. Enter the number 6. Wait 3 seconds or tap  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. Tap Reject soft key while phone is ringing 2. Call is sent to voicemail immediately |
| Ignoring an Incoming Call | Transfer a Call Attended | Transfer a Call Unattended |
| <ol style="list-style-type: none"> 1. Tap Ignore soft key while phone is ringing 2. Audible ringing ceases 3. 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. Tap Transfer soft key 4. Enter number or extension to transfer call to 5. Tap  key or wait 3 seconds 6. Wait for answer 7. Announce caller 8. Tap Transfer soft key | <ol style="list-style-type: none"> 1. Answer phone call 2. Notify caller of transfer 3. Tap Transfer soft key 4. Tap Blind  soft key 5. Enter number or extension to transfer call to |
| Forwarding an Incoming Call | Forwarding an Extension | Searching the Directory |
| <ol style="list-style-type: none"> 1. Tap Forward soft key while phone is ringing 2. Enter phone number or extension to forward incoming call to 3. Tap Forward soft key | <ol style="list-style-type: none"> 1. Tap Forward soft key from lines view 2. Select appropriate forwarding option <ol style="list-style-type: none"> a. Always b. No Answer c. Busy 3. Enter number 4. Tap Enable soft key | <ol style="list-style-type: none"> 1. Press Home  button on phone 2. Tap Directories  icon 3. Tap Search  icon 4. Enter search criteria 5. Tap Search  icon |

| Create a Conference Call | Conference Call Actions | Add a Contact |
|---|--|---|
| <ol style="list-style-type: none"> 1. Call first participant 2. Tap Confrnc soft key 3. Dial number of second participant 4. Tap Confrnc soft key | <ol style="list-style-type: none"> 1. Tap Hold soft key to place all participants on hold 2. Tap Split soft key to move participants into separate calls 3. Tap 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. Tap Directories  icon 3. Tap Add  icon 4. Enter contact information 5. Tap Save soft key |
| Add a Speed Dial | Access Voicemail | Setup Voicemail |
| <p>Internal Contact</p> <ol style="list-style-type: none"> 1. Tap Directories  icon 2. Search for an internal contact 3. Tap on desired contact 4. Tap Add to Favorites  icon <p>External Contact</p> <ol style="list-style-type: none"> 1. Add a Contact 2. Swipe up on contact record to Favorite Index field 3. Enter a desired speed dial number 4. Tap Save soft key | <ol style="list-style-type: none"> 1. Tap Voicemail  icon 2. Or dial *123 3. Or press Home  button on phone 4. Tap Messages  icon 5. Or dial number from an outside phone, press * key on phone when your 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 |