














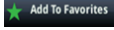





Placing a Call	Answering a Call	Rejecting an Incoming Call	Forwarding an Incoming Call	Ignoring an Incoming Call
<ol style="list-style-type: none"> <li>1. Pick up handset</li> <li>2. <b>Or press</b> speaker  button</li> <li>3. <b>Or press</b> headset  button</li> <li>4. <b>Or press</b> new call soft key</li> <li>5. Enter the number</li> <li>6. Wait 3 seconds or <b>click</b>  soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. Pick up handset</li> <li>2. <b>Or press</b> speaker  button</li> <li>3. <b>Or press</b> headset  button</li> <li>4. Complete call</li> <li>5. Hang up headset</li> <li>6. <b>Or press</b> speaker  button</li> <li>7. <b>Or press</b> headset  button</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Press</b> reject soft key while phone is ringing</li> <li>2. Call sent to voicemail immediately</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Press</b> forward soft key while phone is ringing</li> <li>2. <b>Enter</b> phone number or extension to forward incoming call to</li> <li>3. <b>Press</b> forward soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Press</b> ignore soft key</li> <li>2. Audible ringing ceases</li> <li>3. <b>Answer</b> phone call prior to call being sent to voicemail</li> </ol>
Warm Transferring a Call	Blind Transferring a Call	Creating a Conference Call	Conference Call Actions	Forwarding an Extension
<ol style="list-style-type: none"> <li>1. <b>Answer</b> phone call</li> <li>2. <b>Notify</b> caller of transfer</li> <li>3. <b>Press</b> transfer soft key</li> <li>4. <b>Enter</b> number or extension to transfer call</li> <li>5. Wait 3 seconds or <b>click</b>  soft key</li> <li>6. <b>Wait</b> for answer</li> <li>7. <b>Announce</b> caller</li> <li>8. <b>Press</b> transfer soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Answer</b> phone call</li> <li>2. <b>Notify</b> caller of transfer</li> <li>3. <b>Press</b> transfer soft key</li> <li>4. <b>Press</b> blind  key</li> <li>5. <b>Enter</b> number or extension to transfer call</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Call</b> first participant</li> <li>2. <b>Press</b> confnc soft key</li> <li>3. <b>Dial</b> number of second participant</li> <li>4. <b>Press</b> confnc soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Press</b> hold soft key to place all participants on hold</li> <li>2. <b>Press</b> split soft key to move participants into separate calls</li> <li>3. <b>Press</b> end call soft key to hang up just your line, leaving other participants connected</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Press</b> forward soft key from lines view</li> <li>2. <b>Select</b> appropriate forwarding option <ol style="list-style-type: none"> <li>a. Always</li> <li>b. No Answer</li> <li>c. Busy</li> </ol> </li> <li>3. <b>Enter</b> number</li> <li>4. <b>Press</b> enable soft key</li> </ol>
Searching the Directory	Add a Contact	Add a Speed Dial	Access Voicemail	Setup Voicemail
<ol style="list-style-type: none"> <li>1. <b>Press</b> home  button on phone</li> <li>2. <b>Tap</b> directories  icon</li> <li>3. <b>Tap</b> search  icon</li> <li>4. <b>Enter</b> search criteria</li> <li>5. <b>Press</b> search soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Press</b> home  button on phone</li> <li>2. <b>Tap</b> directories  icon</li> <li>3. <b>Select</b> contact directory from menu</li> <li>4. <b>Press</b> add  icon</li> <li>5. <b>Enter</b> contact information</li> <li>6. <b>Press</b> save soft key</li> </ol>	<p><b>Internal Contact</b></p> <ol style="list-style-type: none"> <li>1. <b>Search</b> for an internal contact</li> <li>2. <b>Press</b> add to favorites  icon</li> </ol> <p><b>External Contact</b></p> <ol style="list-style-type: none"> <li>1. <b>Add</b> a Contact</li> <li>2. <b>Swipe</b> up on contact record to Favorite Index field</li> <li>3. <b>Enter</b> an used speed dial number</li> <li>4. <b>Press</b> save soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Press</b> voicemail  icon</li> <li>2. <b>Or Dial</b> *123</li> <li>3. <b>Or Press</b> home  button on phone</li> <li>4. <b>Select</b> messages  icon</li> <li>5. <b>Or Dial</b> number from outside phone</li> <li>6. <b>Press</b> * key on phone when you message begins</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Access</b> voicemail</li> <li>2. <b>Enter</b> default pin (4-digit extension)</li> <li>3. <b>Record</b> name</li> <li>4. <b>Record</b> busy message</li> <li>5. <b>Record</b> unavailable message</li> <li>6. <b>Reset</b> pin <ol style="list-style-type: none"> <li>a. 4 digits</li> <li>b. Non sequential</li> <li>c. Different digits</li> <li>d. Not 4 digit extension</li> </ol> </li> </ol>