QUICK START / CHEAT SHEET

* On screen soft button when feature is available.
** On screen available in idle model

BASIC FEATURES

Answer a Call – Pick up the handset or press the *Speaker* button

Outgoing Call – Pick up the handset and dial

*Transfer A Call – **Trnsfr*, dial EXT (option: wait for answer, announce the call), **Trnsfr,* hang up.

*Hold – Puts caller on Hold

*Resume – Resumes Call on HOLD

ADVANCED FEATURES

**Call Forward All Calls – ***CFwdAll*, **Change,* dial phone number or EXT, press **OK*
> To Cancel Call Forwarding - Press **Cancel*

Call Intercept – When call is ring within group: star, star (**), wait for stutter dial tone, call is active

*Conference Call – On an active call, **More, *Conf*
> – To add a party - **NewCall,* Dial number or ext,*** More,*Conf*
> – To End Conference Call **–** Press **EndAll, *OK*

**Do Not Disturb - **DND* toggles extensions availability to callers

Mute / Unmute – Toggle button

*Multiple Calls - Watch the screen for instructions

*Park A Call – On an active call, ***More, *More, *Park**

Pickup A Parked Call – From any extension, ***More, *More, *Pickup, select from chronological list
> of actively Parked calls.

**Redial – Redials last dial number, extension or outgoing number.

Transfer to VM - **Trnsfr, 8 +EXT, ****Trnsfr**

SETTING UP YOUR VM GREETING

Press *Messages*, password _____ **#** (your extension number), *press 0* for Mail Box Options. **Press 1** to record the **Unavailable Message** – Follow prompts, *press #* to end recording. Follow prompts to review the recording.
Next record your **Busy Message** and your **Name**. **Press 2** Busy Message - Follow prompts, press # to end recording. Follow prompts to review the recording. Your name *MUST* be recorded, otherwise you will not be listed in the company directory. To record your name *press 3* for **User Name** and follow the instructions, same as above.

To Check VM
Messages, Password:
1 For New Msg
2 Saved Msg
4 Previous Msg
5 Replay Msg
6 Next Msg
7 Delete
8 Fwd Msg to another extension
9 Save