










Placing a Call	Answering a Call	Rejecting an Incoming Call
<ol style="list-style-type: none"> <li>1. Dial the number to call</li> <li>2. Pick up handset</li> <li><b>OR</b></li> <li>3. Press the  button</li> <li><b>OR</b></li> <li>4. Press the  button</li> </ol>	<ol style="list-style-type: none"> <li>1. Pick up handset</li> <li>2. Press the <b>Answer</b> soft key</li> <li><b>OR</b></li> <li>3. Press the  button</li> <li><b>OR</b></li> <li>4. Press the  button</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Reject</b> soft key to stop the phone from ringing</li> <li>2. The call will be directed straight to voicemail</li> </ol>
Ignoring an Incoming Call	Transferring Calls Attended	Transferring Calls Blind
<ol style="list-style-type: none"> <li>1. Press the <b>More</b> soft key while phone is ringing</li> <li>2. Press the <b>Ignore</b> soft key to silence the call</li> </ol> <p><b>Note:</b> To answer the call press the <b>Answer</b> soft key within the default ring cycle</p>	<ol style="list-style-type: none"> <li>1. Press the <b>Transfer</b> soft key while on a call</li> <li><b>OR</b></li> <li>2. Press the  button</li> <li>3. Enter number of the recipient</li> <li>4. After hearing the ring-back tone or after speaking with the recipient</li> <li>5. Press the  button</li> <li><b>OR</b></li> <li>6. Press the <b>Transfer</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Transfer</b> soft key while on a call</li> <li>2. Press the <b>Blind</b> soft key</li> <li>3. Enter number of the recipient to complete the transfer</li> </ol>
Forwarding an Incoming Call	Forwarding All Calls	Searching the Directory
<ol style="list-style-type: none"> <li>1. Press the <b>Forward</b> soft key during an incoming call</li> <li>2. Enter the number to forward the call to</li> <li>3. Press <b>Forward</b> soft key again</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Forward</b> soft key</li> <li>2. Press the up or down <b>Navigation</b> button to highlight the desired forwarding type             <ol style="list-style-type: none"> <li>a. <b>Always</b></li> <li>b. <b>Busy</b></li> <li>c. <b>No Answer</b></li> </ol> </li> <li>3. Enter the number to forward the calls to</li> <li>4. Press the <b>Enable</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the  button on phone</li> <li>2. Press the <b>Navigation</b> button to highlight <b>Directories</b></li> <li>3. Press the <b>OK</b> button</li> <li>4. Select <b>Contact Directory</b></li> <li>5. Press the <b>Search</b> soft key, enter the contact's criteria</li> <li>6. Press <b>Search</b> soft key</li> </ol>

Adding a Contact	Conference Calls	Managing Conference Calls
<ol style="list-style-type: none"> <li>1. Press the  button on phone</li> <li>2. Press the <b>Navigation</b> button to highlight <b>Directories</b></li> <li>3. Press the <b>OK</b> button</li> <li>4. Select <b>Contact Directory</b></li> <li>5. Press the <b>Add</b> soft key and enter in the criteria</li> <li>6. Press the <b>Save</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>More</b> soft key during an active call</li> <li>2. Press the <b>Confnc</b> soft key</li> <li>3. Dial the number of second participant</li> <li>4. Press <b>Confnc</b> soft key once the participant answers</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Hold</b> soft key to place participants on hold</li> <li>2. Press the <b>Resume</b> soft key to resume the call</li> <li>3. Press the <b>Split</b> soft key to move participants into separate calls</li> <li>4. Press the <b>End Call</b> soft key on an selected line to end an individual call</li> </ol>
Utilizing a Buddy List	Ending Conference Calls	Setting Up Voicemail
<ol style="list-style-type: none"> <li>1. Select a contact from the <b>Contact Directory</b></li> <li>2. Press the <b>Edit</b> soft key</li> <li>3. Navigate to <b>Watch Buddy</b></li> <li>4. Press the <b>Enable</b> soft key</li> <li>5. Press the <b>Save</b> soft key</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>End Call</b> soft key to terminate your participation on the call</li> <li>2. Have all callers hang up to terminate the entire conference call</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the <b>Message</b> soft key</li> <li><b>OR</b></li> <li>2. Dial *123</li> <li>3. Enter the default pin (4-digit extension)</li> <li>4. Reset pin                         <ol style="list-style-type: none"> <li>a. 4 digits</li> <li>b. Non sequential</li> <li>c. Non-repetitive digits</li> </ol> </li> <li>5. Follow menu prompts</li> <li>6. Press the  key to access voicemail when alerted of a new message</li> </ol>