








































Placing a Call	Answering a Call	Holding and Muting a Call
<ol style="list-style-type: none"> 1. Tap line extension 2. Enter the number to call 3. Tap the  icon OR 4. Pick up handset OR 5. Press the Headset button OR 6. Press the Speakerphone button OR 7. Press the OK button OR 8. Press the  button 	<ol style="list-style-type: none"> 1. Pick up the handset OR 2. Tap the  soft key OR 3. Press the  button OR 4. Press the  button 	<ol style="list-style-type: none"> 1. Press the  button OR 2. Tap the  soft key 3. Tap the Resume soft key OR 4. Press the Hold button again to resume the call 5. Press the  button to mute the audio source 6. Press the Mute button to unmute the audio source
Rejecting and Silencing a Call	Forwarding an Incoming Call	Transferring a Call
<ol style="list-style-type: none"> 1. Tap the  soft key to send the call directly to voicemail 2. Tap the  soft key to silence ringer and have the ability to answer the call within the designated number of rings 	<ol style="list-style-type: none"> 1. Tap the  soft key 2. Enter the number to forward call to 3. Press the OK button OR 4. Press the  button OR 5. Tap the  soft key 	<ol style="list-style-type: none"> 1. Press the  button OR 2. Tap the  soft key 3. Enter the number to transfer call to 4. Press the  button OR 5. Tap the  soft key
Initiating a Conference Call	Ending or Splitting a Conference Call	Managing a Conference Call
<ol style="list-style-type: none"> 1. Tap the  soft key on the active call screen 2. Enter the number of the second party 3. Press OK OR 4. Press the  button OR 5. Tap the  icon to initiate the conference call immediately OR 6. Press the  soft key after speaking to the second party 	<ol style="list-style-type: none"> 1. Tap the  soft key to terminate the call 2. Tap the Split soft key to split the call into two separate held calls 3. Toggle between parties by tapping the extension of either party to select the participant to speak with 4. Tap the  soft key 5. Tap the End Call soft key 6. Repeat steps 3-5 with the other call 	<ol style="list-style-type: none"> 1. Tap the  icon on an active conference call to restrict that party from speaking 2. Tap the  icon to remove that party from the conference call

Searching for a Contact	Adding a Contact	Editing a Contact
<ol style="list-style-type: none"> 1. Tap the  icon to search all contacts within the contact directory 2. Tap the  icon 3. Enter search criteria 4. Tap the  icon next to desired contact to call 5. Tap the  icon to call 	<ol style="list-style-type: none"> 1. Tap the  icon 2. Tap the Add icon 3. Enter contact information 4. Tap the  icon 	<ol style="list-style-type: none"> 1. Tap the  icon 2. Tap the Search icon 3. Enter search criteria 4. Tap the  icon next to desired contact 5. Edit contact information 6. Tap the  icon
Forwarding an Extension	Setting up Voicemail	Initiating Do Not Disturb (DND)
<ol style="list-style-type: none"> 1. Tap the  icon to access the main menu 2. Tap the  icon 3. Tap Call Forward 4. Select call forwarding type: <ol style="list-style-type: none"> a. Always b. Busy c. No Answer 5. Enter number in the Forward to: field 6. Tap Save 	<ol style="list-style-type: none"> 1. Press the  button or dial *123 to access the Message Center 2. Enter default PIN (4-digit extension) 3. Follow menu prompts 4. Reset PIN <ol style="list-style-type: none"> a. 4 -15 digits b. Non-sequential c. Different digits 5. Press the Connect soft key when alerted of a message OR 6. Press the  button to access voicemail 	<ol style="list-style-type: none"> 1. Tap the  icon to enable and disable DND