CONFERENCE [Maximum of 6 People]
With call in progress, press the Conference Soft Key. Dial the person’s Extension or Number (remember for external calls dial “9” first).

Wait for party to answer, if unanswered, press Resume to return to caller.
Press the Conference Soft Key to connect all parties. Repeat steps to add additional parties.

CONFERENCE LIST – Use ConfLi to view and remove parties from a conference call. Press ConfLi to select the party you want to remove from the conference call and press Remove.

MEET ME CONFERENCE (Maximum of 10 People)
To initiate a MeetMe Conference Pick up handset, press the MeetMe soft key, dial assigned MeetMe location (provided by your company’s designated person).

TO JOIN A MEETME CONFERENCE:
Pick up handset, dial the assigned MeetMe location; you will automatically be connected to the MeetMe Conference.
External callers who are calling into the MeetMe conference must dial the prefix numbers and area code if necessary.

TO CANCEL A CFWDALL
CFWDAll Key allows you to send all calls to an internal or external number. Press CfwAll Key, enter the number or extension you want to forward your calls to. You will hear a confirmation tone. Forwarding is displayed on screen.

CFWDALL TO VM
Press CfwAll Key followed by the Messages Key to send all calls to voicemail.

MESSAGE – Speed dial to Voicemail Box.

TO TRANSFER A CALL:
To transfer a call in progress, press the Transfer Soft Key followed by an Extension Number, then press Transfer Soft Key again to complete the transfer and hang up.
* If the call is unanswered or declined, press Resume to return to caller.

TO PARK A CALL:
With call in progress, press the Park Soft Key, a location number will then populate in the LCD screen (make a mental note of that location number)
*Page/Announce who the call is for plus the location number

TO RETRIEVE A PARKED CALL:
Lift Handset from any phone and dial the parked location number, to connect with the caller.

After 1½ minutes, if the call is un-retrieved, the parked call will ring back to phone it was parked at.

MENU KEY - Press the Menu Key, then use the Scroll Key to choose either Messages, Directories, Settings or Services, then press Select.

DIRECTORIES - [Used to view Missed Calls/Received Calls/Placed Calls & also to access Speed Dials and the Corporate Directory].
Press the Directories Key, then use the Scroll Key to choose either missed, received, placed calls, then press Select. To dial the number, press the Dial Soft Key. To edit the number, press the Edit Dial Soft Key. When finished, press Exit Soft Key.

Directory Services – In Directories, scroll down to Directory Services, Select, select Corporate Directory; enter either the First Name, Last Name or Extension Number, then press the Search Soft Key to find the person you are looking for. Press the Dial Soft Key to call that person.

SETTINGS (used to change your LCD Screen or Ring Type)
Select Settings, then press Select for either Contrast or Ring Type. Use DOWN & UP softkeys to change the contrast. Press Select and use Scroll Key to view and choose from 25 ring tones. You must press Save to store the changed settings.

SCROLL - Use the Teal Up/Down Arrow Key is used to Toggle or scroll through features or menus in the display.
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