DISPLAY FEATURES

LCD SCREEN - The LCD Screen displays the current date & time, extension number, line appearances & Soft Keys

PLACE CALLS - To place a call: lift the Handset, press the Speaker Key or press the Headset Key, dial the desired number or extension you wish to call. Remember for external calls: Dial “9” and if necessary 1+ area code

RECEIVING CALLS - Incoming calls will ring on the first available extension. To answer a call lift the Handset, press the Speaker Key or press Headset Key.

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, use the Scroll Key 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 XXX-XXX-4-digit MeetMe location, then use the Scroll Key to view and choose from 25 companies directory. In Corporate Directory, press down to Corporate Directory, press Select, 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)
Press Settings, then press Select for either Contrast or Ring Type
Use DOWN & UP Keys 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.

SERVICES
(Used to set-up and access Speed Dials) Press Services Key, highlight Personal Speed Dials and press Select. Press Assign, select index to program, enter number and press Submit and OK to update your Speed Dials. Scroll to the speed dial number you want to call and press Dial.

KEY (Help Key)
Press? Key followed by any other key to display text about that key or function.

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

VOLUME - Controls the ring volume when phone is idle - Controls the handset, headset and speakerphone when in use.

HEADSET - Plug your headset into the Headset Jack located at the bottom of the phone. Press Headset Button to place, answer or disconnect a call.

MUTE - Press Mute to mute calls when your on the handset, headset or speakerphone. Mute Button lights red when activated – Press Mute again to deactivate.

SPEAKER (For a hands free conversation)
Press Speaker to make or receive calls

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