DISPLAY FEATURES

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

PLACING 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 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.

PICK UP [allows you to answer another ringing extension inside of your pick up group]  
Press the Pick Up Soft Key to answer a ringing extension within your pick up group

G PICK UP [allows you to answer another ringing extension outside of your pick up group]  
Press the GpickUp Soft Key to answer the ringing extension outside your pick up group

TO PARK A CALL:  
With call in progress, press the Park 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.

REDAIL – (Automatic Dial Tone)  
Press Redial for last number dialed from that extension

NEW CALL [Activates Speaker]  
Press New Call to obtain dial tone

CFWDALL [Call Forward All]  
CfwdAll Key allows you to send all calls to an internal or external number. Press CfwdAll 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 CfwdAll Key followed by the MessagesKey to send all calls to voicemail.

TO CANCEL A CFWDALL – Press the CfwdAll Key [you will hear a confirmation tone].

MORE – Press More to display more soft key options.

I DIVERT – Press iDivert to send an incoming call directly to voice mail.

HOLD – Press Hold to place current call on hold.

RESUME – Press Resume to return to a call on hold.

END CALL - Press End Call to end a call in progress.

ANSWER – Press Answer to answer an incoming call.

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.

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.

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

STANDARD KEYS

MESSAGES – Speed dial to Voicemail Box.

DIRECTORIES KEY - [Used to view Missed Calls/Received Calls/Placed Calls & also to access 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.

Corporate Directory - [allows you to find anyone within your companies directory]. In Directories, scroll 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.
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