



**To Receive a call :**

- Upon hearing the phone ring , lift handset or press **SPEAKER**

**To call another extension:**

- Lift handset and dial extension number or
  - Press preprogrammed key or
  - Press **INTERCOM** and dial extension number

**To place a call on hold :**

- While on the call press the red **HOLD** key.

**To retrieve a call from hold :**

- Press the flashing line key

**To transfer a call to another extension:**

- While on the call , press **TRANSFER**
- Dial the desired extension number
- You may announce the call and hang up or simply hang up
- Note: if the person doesn't want the call, press the flashing line key to retrieve it.

**To transfer a call to an individual Voice mailbox:**

- While on the call , press **TRANSFER**
- Press **V MAIL**
- Dial desired mailbox number and hang up

**To make a conference call:**

- While on the first call , press **CONF**
  - Place the second call ( internal or external )
  - Press **CONF**

**To program a station speed dial bin number:**

- Do not lift the handset
  - Press **MENU** soft key then the **SPD** soft key
  - Dial the bin location ( 701-720 ) or blank speed dial button then press **HOLD**
  - Press GRP, dial 90 then press **HOLD**
  - Dial Telephone number then press **HOLD** ( To enter a pause in a speed dial number press mute )
- At "NA?" press **Hold** , spell name , press **Hold**

**To use station speed dial bin numbers:**

- Lift the handset
  - Press **SPEAKER** , or lift handset ,
  - Press a preprogrammed key or
- For bins 11 thru 20 press **SPEAKER #** then desired speed bin number – 711 through 720

**To use the System Speed Dial numbers :**

- Press Intercom
- Press # and dial the system speed bin ( 201-299)

**To Call your voice mail:**

- Press **V M Soft Key** or
- Press **INTERCOM and dial 700** or
- Touch **V Mail** button

**To access last number dialed:**

- Press **REDIAL**
- Select the number to be dialed by scrolling with the Vol+ or Vol - keys
- Press the **DIAL** soft key

**Do not disturb:**

- Press **DND**
  - Choose the DND conditions from the display menu
- To cancel DND – press DND and choose off from the Display menu.