



**To Receive a call :**

- Upon hearing the phone ring , lift handset or press ON /OFF

**To call another extension:**

- Lift handset and dial extension number or
  - Press preprogrammed key or
  - Press ICM and dial extension number
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**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 **ICM**
- 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 **ICM**
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- Dial extension number
- Press **MW**

**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 **PGM** soft key then the **SPD** soft key
- Dial the bin location ( 701-720 ) or blank speed dial button then press **HOLD**
- Press GRP 90 then press **HOLD**
- Dial Telephone number then press **HOLD**  
At "NA?" press **Hold** , spell name , press **Hold**

To program bins 711 thru 720 press Dial, then press blank speed key .

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

- Lift the handset
  - Press ICM , Press # and dial the 3 digit bin number
  - Or Press a preprogrammed key
- For bins 11 thru 20 press dial then desired speed bin key.

**To Call your voice mail:**

- Press **VM00** Soft key or
- Press **ICM 700** or
- Touch the lighted **MW** key

**To access last number dialed:**

- Press **LND**
- Select the number to be dialed by scrolling with the Vol+ or Vol - keys
- Press Dial

**Do not disturb:**

- Press **DND**
- Choose the DND conditions