



Dynamic Soft Keys:

Up to three keys appear while phone is in use or idle.

Call Button:

Use to place or answer a call.

Redial:

Dials the last number called.

LED Indicators:

Three lights that show the status of live calls:

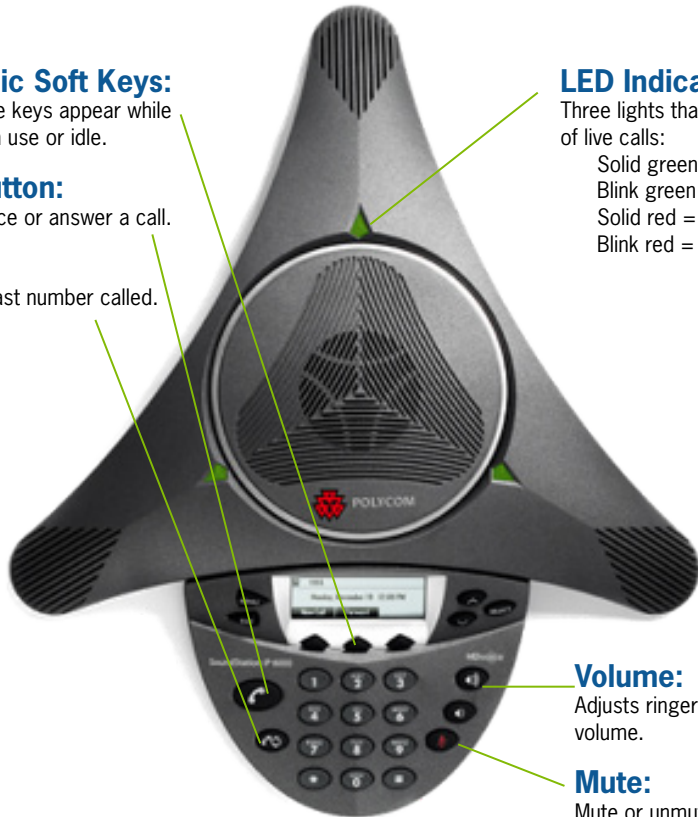
- Solid green = talking
- Blink green = ringing
- Solid red = muted
- Blink red = held

Volume:

Adjusts ringer or speaker volume.

Mute:

Mute or unmute a call.



Phone Display

The phone's display changes while on a call. Phone display while on a call:



Pressing the More soft key shows additional key options such as Conference and Transfer which are discussed below.

Basic Call Handling

Placing a Call

Input the phone number or extension then press the key or **Send** soft key.

End a Call

Press the key or **End Call** soft key.

Answer a Call

Press the key or **Answer** soft key.

Mute

Press the **Mute** button to turn mute on or off during a call.

Hold

Press the **Hold** soft key to place a call on hold. Press the **Resume** soft key to resume the held call.

Advanced Call Handling

Announced Transfer

Announced transfers allow you to talk to the third party privately before transferring the call to them.

- Press **More** soft key
- Press **Transfer** soft key
- Input the destination extension or phone number
- Wait for the third party to answer while the first party waits on hold.
 - To complete the transfer, press **More** then press **Transfer**.
 - To cancel the transfer and go back to the first caller, press **Cancel** soft key.

Blind Transfer (Unannounced)

Blind transfers pass through the caller ID of the originating caller to the third party.

- Press **More** soft key
- Press **Transfer** soft key
- Press **Blind** soft key

Blind Transfer (Unannounced) Continued

- Input the destination extension or phone number
- Wait for call to complete or press **Send**

Transfer directly to an extension's voicemail box by dialing 7 plus the extension as the destination number.

Conference (Three Way) Call

After the first call is already on the line:

- Press **More** soft key
- Press **Confrc** soft key
- Input the destination extension or phone number
- **Wait** for the third party to answer while the first party waits on hold.
 - To join the conference, press **More** then press **Confrc**.
 - To cancel the conference and go back to the first caller, press **Cancel** soft key.

Hangup a three way conference call transfers the other two parties to each other.