



Dynamic Soft Keys:

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

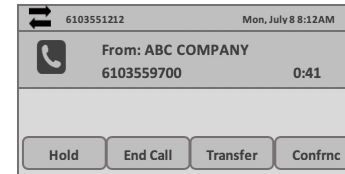
LED Indicators:

Three lights that show the status of live calls:

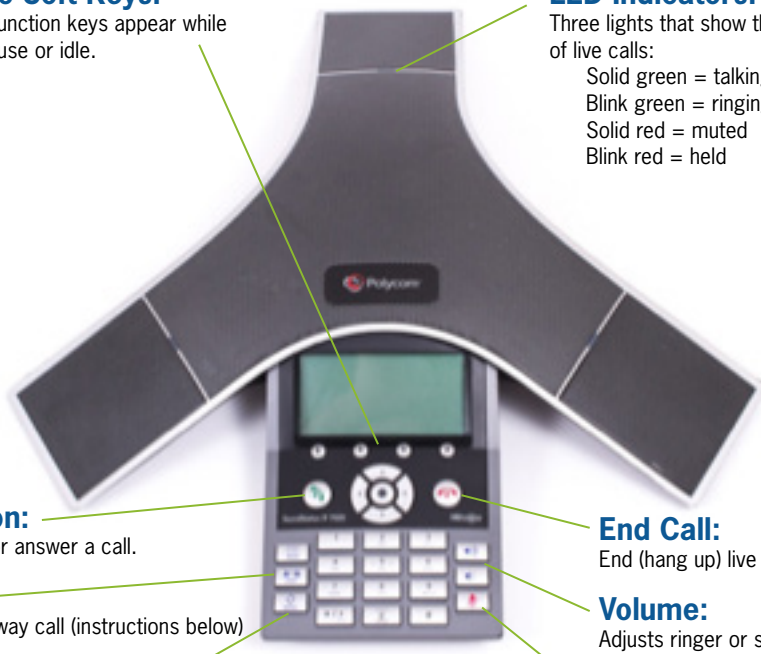
- Solid green = talking
- Blink green = ringing
- Solid red = muted
- Blink red = held

Phone Display

The phone's display is dynamic. The soft key options change to show relevant features. If available, the More soft key shows other available options.



Phone display while on a call (left)



Call Button:

Use to place or answer a call.

Conf:

Begin a three-way call (instructions below)

Redial:

Dials the last number called.

End Call:

End (hang up) live phone call

Volume:

Adjusts ringer or speaker volume.

Mute:

Mute or unmute a call.

Basic Call Handling

Placing a Call

Input the phone number or extension then press the key or **Dial** 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 **Trnsfer** 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 **Trnsfer**.
 - 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 **Trnsfer** soft key
- Press **Blind** soft key
- 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 or **Confnc** 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 or **Confnc** soft key.
 - To cancel the conference and go back to the first caller, press **Cancel** soft key.

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