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.

Screen:
Dynamic touch screen responds when you tap, swipe, and press to manage phone features.
Main screen features the line keys of the bottom bar.

Dial Pad (DTMF)
Tap to expose the key pad for entering digits during a call

Mute:
Tap to mute the microphone during calls.

Basic Call Handling
Placing a Call
Tap the Line or Place a Call button to expose the dial pad.
Dial an internal extension or external phone number to make a call.
When dialing, be sure to include 1 before an external phone number.

End Call
Tap to end a call.

Answer a call
Tap Answer key to answer a call.

Hold a call
Tap Hold to place a call on hold.

Tap Resume 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 Transfer soft key
- Input the destination extension or phone number
- When the third-party answers, you will be speaking with them privately. You may then:
  - Tap Complete Transfer to send the first party
  - Tap Hang Up to hang up with the third-party and go back to the first party.
  - Tap Merge Calls to create a three-way phone call (you plus the third and first parties will all be speaking with each other).

Blind Transfer (Direct)
Blind transfers pass through the caller ID of the originating caller to the third party.
- Tap Blind Transfer key to place first call on hold.
- Input the destination extension or phone number.
- Call will disappear from your screen and be sent to the destination.

Transfer a call directly into an extension’s voicemail box by dialing *90 plus their extension as the destination number.
For example, to send a call to extension 3030’s voicemail box, you will perform a blind transfer to *903030.

Conference (Three Way) Call
After the first call is already on the line:
- Tap Add key
- Input the third party’s extension or phone number.
- When the third-party answers, you will be speaking with them privately.
  You may then:
  - Tap Merge Calls to create a three-way phone call (you plus the third and first parties will all be speaking with each other).
  - Tap Hang Up to hang up with the third-party and go back to the first party.
Hanging up an active three-way conference call transfers the other two parties to each other.

Park
Park is a shared hold. Calls may be parked upon and retrieved from any extension.
To park a call:
- Tap Transfer key.
- Input *98
- Follow the prompts to park the call on the desired extension.
- Call will disappear from your screen and be sent to the parked extension.

To pickup (retrieve) a parked call:
- Tap the Line or Place a Call button to expose the dial pad.
- Dial *88
- Follow the prompts to retrieve the call from the desired extension.
- Call will be retrieved back to your extension.