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Make a call

If you are not already on a call, just dial the number. Use the first available appearance button for the call. Alternatively, press a specific appearance button in order to make a call using that button.

Answer a call

A slow flashing appearance button indicates an alerting call. This may also be accompanied by ringing and a flashing message lamp.

If you are currently not on a call:

· To make the ringing quiet, press the >> double-arrow soft key and then press the Ignore soft key. The call will still continue alerting visually.

· To redirect the call to voicemail, press the >> double-arrow soft key and then press the To VM soft key. · To answer the call using the handset, lift the handset.

· To answer the call without using the handset, press the SPEAKER key.

· To answer the call using a headset, press the HEADSET key. After you have answered the call, you can switch between different talk modes: · To switch to the handset, lift the handset.

· To switch to the handsfree mode, press the SPEAKER key and then replace the handset.

· To switch to the headset mode, press the HEADSET key and then replace the handset.

· To put a call on hold, press the call appearance key or any other appearance key.

Put a call on hold

1. While connected to the call, press HOLD.
2. To resume the call, press the call appearance for the held call (fast flashing green lamp).

Transfer a call

To transfer a call, your telephone must have an available call appearance button. If all the call appearance buttons are in use, end or park one of the existing calls.

1. Press the **TRANSFER** key. The telephone system automatically places the current call on hold.
2. Dial the number to which you want to transfer the call. Alternatively, press **Dir** to select a destination from the directory.

· To complete the transfer, press the **TRANSFER** key or press the **Complete** soft key while the call is still ringing or after it is answered.

· If the transfer destination does not answer or does not want to accept the call, press **Cancel**.

Access and listen to voicemail

1. Press the **MESSAGE** button. Enter your voicemail password if requested and press **Done**.
2. The numbers shown next to **Listen** indicate the number of new, old and saved messages.
3. Highlight **Listen** and press **Select**.
4. Use the Up and Down arrow keys to highlight the messages that is **New**, **Old** or **Saved,** that you want to listen to and press **Select**. The details of the first message of that type are displayed.
5. You can use the up and down arrow keys to scroll through the messages.
6. Use the soft keys to control the playback actions for the current message.

By default, messages are automatically deleted at a set time after being played. The delay depends on the particular voicemail server, for example, 24 hours for embedded voicemail and 30 days for Voicemail Pro.

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