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Make a call

Lift the handset or press the Speaker button or press the Headset button, or press an available call/line appearance button. Dial the number you want to call.

Transfer a call

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**.

Answer a call

• Lift the handset.
• Press the Speaker button to answer using the speakerphone.
• Press the Headset button to answer using the headset.
• If you are using a wireless headset, press the ON button.
2. If you are on another call, do one of the following:
• Press the call/line appearance button whose green LED flashes for the incoming call.
• Press the Answer softkey if one appears.

Put a call on hold

1. Press the Hold button to put your active call on hold.
The fast blinking green LED next to the call/line appearance button indicates the call is on hold.
2. To resume the call when there is more than one call on hold, do one of the following:
• Press the call/line appearance button.
• Scroll to the call and press the Resume softkey or the OK button.
3. To resume the call when there is only one call on hold, do one of the following:
• Press the call/line appearance button.
• Press the Resume softkey.
• Press the OK button.

Access and listen personal voicemail

Both the MESSAGE button and the message lamp/ringing indicator on your phone (top-right) are used to indicate when you have new messages in your voicemail mailbox.

They remain lit until you have played or deleted each of the new messages.
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/down keys to highlight which messages (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/down 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 a set time after being played.

Access and listen practice voicemail

Both the MESSAGE button and the message lamp/ringing indicator on your phone (top-right) are used to indicate when you have new messages in your voicemail mailbox. Scroll down using the navigation key to the practice mailbox.

They remain lit until you have played or deleted each of the new messages.

1. Enter your voicemail password if requested and press Done. Follow the same process as with your personal voicemail.

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