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Make a call

1. Lift the handset, or press Speaker or Headset (if applicable) or a line button for an available line.
2. Dial the number you want to call.

Making a call using edit dialling

1. From the Phone screen, enter the number you want to call.
2. To edit the number, press Bksp to erase the previous character, one character at a time. To remove the entire number, press Clear.
3. Press Call or OK.

Answer a call

- If you are not on another call, lift the handset, or press Speaker, OK, or Answer to answer the call using the speakerphone, or press Headset to answer using the headset.
- If you are on another call, and the phone displays the incoming call, from the Phone screen scroll to the line with the incoming call and press Answer or OK.

Transfer a call

1. Press the **TRANSFER** key. The telephone system automatically places the current call on hold.
2. Dial the number if you know the number or call the person from the contacts list or from the history list.

Put a call on hold

1. Press Hold. Note: The phone might display a hold timer when you put a call on hold.
2. Press Resume or the line button of the held call to retrieve the call.

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.