



Attended Transfers

1. While on a call, press the TRAN button
2. Enter the extension number or outside number.
3. Press the green phone key or the OK button
4. Announce the call
5. Press the TRAN button, the B Transfer button or simply hang up to complete the transfer

Voicemail Transfers

1. While on a call, press the TRAN button
2. Enter "*" + the extension number.
3. Press the green phone key or the OK button
4. Announce the call
5. Press the TRAN button, the B Transfer button or simply hang up to complete the transfer

Hold

1. While on a call, press the Hold button
2. If multiple calls are on hold, use the up and down arrow to switch between them

Primary Voicemail Retrieval

1. Press the Messages button (or dial *97)
2. Select your extension number and press the Select button.
3. Dial your password when prompted

Accessing Other Voicemail boxes

1. Dial *98
2. Dial the extension
3. Dial the password

Speed Dials

1. Press the Directory button
2. Highlight desired contact and press the green phone

Volume

1. Press the left or right arrows to increase or decrease the ringtone volume.

Conference Calling

1. While on a call, press the Conference button
2. Enter the extension number or outside number.
3. Press the green phone key or the OK button
4. Announce the call
5. Press the Conference button to merge the calls together.

Call Parking

1. While on a call, press the TRAN button
2. Dial the parking spot code where you wish to park the caller.
3. Press the TRAN button, the B Transfer button or simply hang up to complete the transfer

Retrieve a Parked Call

1. Call the parking spot number corresponding with the spot you wish to pickup. Spot 1 is 4391, Spot 2 is 4392, and so on.

Call Forwarding

1. Press the center OK button
2. Select Features and press Enter
3. Select Call Forward and press Enter
4. Select Always Forward and press Enter
5. Choose Always Forward, Busy Forward or No Answer Forward and press Enter
6. Toggle Status to either On or Off
7. Enter the phone number or extension to forward calls to in the "Forward to" section.
8. Press Save

Viewing Call History

1. Press History

Do Not Disturb

1. Press the center OK button
2. Select Features and press Enter
3. Select DND and press Enter
4. Toggle Status to either On or Off
5. Press Save