

GENERAL:

- Symbols

- ✓ Generally: YES / CONFIRM / or DIAL
- ✗ Generally: NO / CANCEL / HANG UP

- Place an outgoing call

Dial the number, no outside “9” digit is required
801/435 calls should be dialed as ten digits
Dial Long Distance calls as 1 + area code + number
Dial International calls as 011 + country code + city code + number

SPEAKER:

- Make a call using speaker

Dial with handset in cradle, speaker is automatically engaged.
Pick up to remove from speaker.

- Switch from handset to speaker

Press **SPEAKER** button when phone is ringing

- Answer a call on speaker

When **LINE** indicator is ringing, blinking, press **LINE**

DIVERTING INCOMING CALL:

- Send call to your personal Voicemail

Press the **X** button for incoming call



TRANSFER BUTTON

- Warm Transfer

Press **HOLD** button (while on call)
Hear Dial Tone
Dial outgoing number (cell phone) or internal Extension (ie: #201)
Announce call
Press **TRANSFER** – then **TRANSFER** again to confirm

- Blind Transfer

Press **TRANSFER** (while on call)
Dial outgoing number (cell phone) or internal extension (ie: #201)
Call is now transferred without announcing call



MESSAGE BUTTON

- Check Voicemail

Press **RETREIVE** or dial *97 / Default passcode is always 1234

No passcode is required unless you choose to set one up

From external location Dial your personal D.I.D. (direct number)

Wait for your message to play and Press the * / Star button and enter your default passcode

OR

Call Main number, have call transferred to your personal extension, follow above process



HOLD BUTTON

- Put a call on hold

· Same button to unhold



DO NOT DISTURB BUTTON

- Directs calls to your personal voicemail

CONFERENCING

- Not a hard button

· A **CONFERENCE** option appears on screen when on multiple calls

- Direcects calls to your personal voicemail

· Press the **HOLD** button (while on a call)

· Wait for Dial Tone

· Dial the outside number or internal extension

· Announce the call

· Press **CONFERENCE** button

· The two calls are now conferenced together

- To Un-Conference

Press **CONFERENCE** button again and both calls are place on **HOLD**