To Make an Outside Call:
- Lift the handset, or press the HANDSFREE button.
- Dial 9 and the number you want to call.
- Press SEND button to initiate the call or wait several seconds for dialing to complete.

To Make a 2nd Outside Call:
- You may place your first call on hold OR
- Press More... then NewCall
- Your first call is on hold and you may dial your next call
- You will now see both active calls...both active and call on hold
- Use your navigation arrows to switch between calls
- Use either RlsCall to drop the active call or Activate to pick up held call

To Answer a Call:
- Lift the handset or press the SPEAKER button to answer using the speakerphone. The extension key will show a phone with handset raised. Display will show FROM: and the caller ID
- Phone displays caller ID NAME first. To display caller ID NUMBER, press down arrow key

To Place a Call on Hold:
- Press the HOLD button
- Your extension key will display the following icon indicating the call is on hold
- To retrieve the call, either press the extension key or the HOLD button.

To Answer a 2nd Call While on Active Call:
- If a 2nd call is presented, display will show both active call and incoming call
- Press Answer key to answer incoming call. Original call is automatically placed on hold
- Options are to scroll between call on hold and active call.
- Press Activate to retrieve a call on hold
- You may have three active calls at once

Redialing a Number:
- Press the REDIAL softkey.
- The last number dialed on your phone will automatically be dialed.
Transferring a Call:
- Press the Trnsfr softkey. (The call is automatically put on hold)
- Display will read Enter address and press Trnsfr >
- Enter extension to transfer to and press Trnsfr
- Select Yes or No to Consult with the transfer party.
- If Yes, you may announce the transfer when they answer and press Trnsfr when ready to transfer call.
- If No, press Exit after call is gone.
- When transferred call is complete, you will receive a message on the display indicating a completed transfer.

Conferencing:
- Make a call to the first party or answer a call.
- Press the HOLD key.
- Press More...
- Press NewCall
- Dial the number of the second party. When they answer, your display will show your first call on hold and your second call active.
- Press Conf to join all parties together.
- If one party drops from the call, remaining parties will stay connected.

Do Not Disturb (DND)
- Sends all incoming calls immediately to voicemail. Display will indicate Do Not Disturb is activated.
- Press once to activate.
- Press once to deactivate and restore incoming calls.

Call Forward: (To Forward Calls to Another Extension or Location)
- Press the CFwd key. Display reads Forward to:
- Press Edit
- Enter number to forward to and press Save
- Press Enable button to set the forward
- To remove call forward, press CFwd button
- Press Disable button
- Display reads Cancel Forward