

User Guide



For more information
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BASIC FEATURES

ANSWERING A CALL

- Lift handset or press **SPEAKER** button for hands free

MAKE AN OUTSIDE CALL

- Lift handset or press **SPEAKER** button and dial 7 for the next available line, then dial the number

TRANSFER CALL TO EXTENSION

- While on a call press **TRANSFER** button
- Dial the **STATION ID**
- Announce call
- Hang Up

TRANSFER CALL TO VOICEMAIL

- While on a call press **TRANSFER** button
- Press **MESSAGE** button
- Dial the **STATION ID**
- Hang Up

PLACE CALL ON HOLD

- Press the **HOLD** button to retain the call at your station

RETRIEVE CALL ON HOLD

- Press the **LOOP** button to retrieve your held call

ESTABLISH A CONFERENCE CALL

- Establish call with one of the desired conference parties
- Press the assigned **CONF** button
- Establish call with the other conference party
- Press the assigned **CONF** button
- Press the assigned **CONF** button again to establish a conference

MUTE A CALL

- Press the **REDIAL/MUTE** button to turn on/off the microphone.

DO NOT DISTURB

- Press the **DND** button to auto forward calls to voicemail

VOICEMAIL

ACCESS VOICEMAIL

- Press the **MESSAGE** button
- Enter the **STATION ID** and **PASSWORD***
* default is Extension #
- Select options 1-4:
 - New Messages
 - Saved Messages
 - Urgent Messages
 - Send a Message

GREETING & PASSWORD

CHANGE GREETING & PASSWORD

- Press the **MESSAGE** button
- Enter the **STATION ID** and **PASSWORD***
* default is 9999
- Select options 8:
 - Greeting
 - Password

OTHER

FLEX BUTTONS

