



## **Navigating the Touch Screen**

- To open the main menu, tap
- To return to the idle screen, tap
- To go back to the previous menu, tap
- To select a soft key, tap the soft key.
- To select an item, tap the item.
- To turn pages, tap  $\blacktriangle$  or  $\checkmark$  on the touch screen.

### Setup and Check Voicemail

#### Setting up voicemail

The first time you access the Message Center, the system will walk your through your voicemail

setup. To access the Message Center, press

\*\*\*\* Default pin number is your phone extension

#### Checking voicemail

The Message Waiting Indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

To listen to voice message:

- 1. Tap  $^{\circ\circ}$  on the screen and then tap **Connect**, or press  $\blacksquare$  message key
- 2. Follow the voice prompts to listen to your voice messages.



message key or tap the **Connect** soft key.

# Place Calls

#### Using the handset

Pick up the handset.
Enter the number, and then tap Send.

#### Using the speakerphone

- 1. With the handset on-hook, press
- 2. Enter the number, and then tap **Send**.

# End Calls

#### Using the handset

Hang up the handset or tap the **End Call** soft key.

#### Using the speakerphone

Press or tap the End Call soft key.

# **Transfer Calls**

### Blind transfer

1. Press er tap the **Transfer** soft key

during an active call. The call is placed on hold.

## **Answer Calls**

#### Using the Handset

Pick up the handset.

#### Using the speakerphone



### Redial

Press <sup>O</sup> to enter the **Placed Calls** list, and then tap

the desired entry.

Press <sup>C</sup> twice when the phone is idle to dial out

# Make a Conference Call

- 1. Tap the **Conference** soft key during an active call. The call is placed on hold.
- 2. Enter the number of the second party, and then tap **Conference**.
- 3. Tap the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
- 4. Tap the End Call soft key to disconnect all par-

1. Enter the number to which you want to transfer the call. Press <sup>CC</sup> or tap B Transfer. **Transfer** 

- 1. Press 📧 or tap the **Transfer** soft key during an active call. The call is placed on hold.
- 2. Enter the number you want to transfer to, and then tap **Send**.

When the second party answers, press ⊡ or tap Transfer to complete the transfer.

#### Direct to voicemail transfer

- 1. Press 📧 or tap the **Transfer** soft key during an active call. The call is placed on hold.
- 2. Enter \*90 followed by the number to which you want to transfer the call.
- 3. Press 🚾 or tap **Transfer**.