

General Info:

The Checkmark button means, "Yes, Confirm, or Dial."
The X button means, "No, Cancel, or Hang Up."

To Place a Call:

- No outside digit, such as 9, is needed, simply start dialing:
- Internal Extensions - Dial the Extension –Press Checkmark
 - Area Codes 412 & 724 - Dial 10 Digits
 - Long Distance - Dial 1 + (Area Code) + (Number)
 - International: Dial 011+ (Country Code) + (Number)

Speaker Phone:

- Dialing with the handset in the cradle initiates a call on Speaker.
- To go from Speaker to Handset, pick up the Handset.
 - To go from Handset to Speaker, press the Speaker Key.
 - To answer via the Speaker, hit Checkmark or push a Line Button.

Voicemail:

To set up your voicemail, press the voicemail button and follow the prompts.

Call Customer Service if you'd like your voicemail sent to your email.

To check your voicemail, press the voicemail button.

From outside the office dial 412-248-MAIL.

Your mailbox number is:

A detailed voicemail instruction card is on the last page of this guide.

Hold:

To place a call on Hold, simply press the Hold Key. Press the same key to retrieve a call that is holding.

Transfer:

When on a call or with a displayed call ringing in:

Press the Transfer Key and then dial the ext or number and press Checkmark.

The call which is displayed on your screen will be transferred.

A call must be displayed on your screen to control it. Transfer controls the call on your screen, even if you are not actively connected to the call.

That means you can transfer an incoming call even if you have not answered it yet.

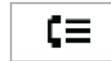
Do Not Disturb:

Enter and exit Do Not Disturb mode by pressing the key.

In DND Mode:

- Your phone will not audibly ring.
- Calls will go directly to voicemail.
- A DND Icon that looks like a circle with a slash through it will show on the display screen.

Call History:



Select the Call History soft key to access a list of your Missed, Received, and Dialed Calls.

You can use the arrow pad (between checkmark and X) to between lists of All, Missed, Received, Dialed, and Rejected calls.

Once in a list, continue to use the arrow pad to highlight different calls. To dial a highlighted number, press the checkmark.

Forwarding Your Extension:

Press the soft key.

- Enter the number to where you want your calls forwarded and press the Checkmark key.
- You can enter an Extension or a 10 digit number (like your cell phone)
- Your screen will show that you are forwarding all you calls and the number they are being forwarded to.
- Press the Call Forward Off Soft Key to remove the forwarding.

