

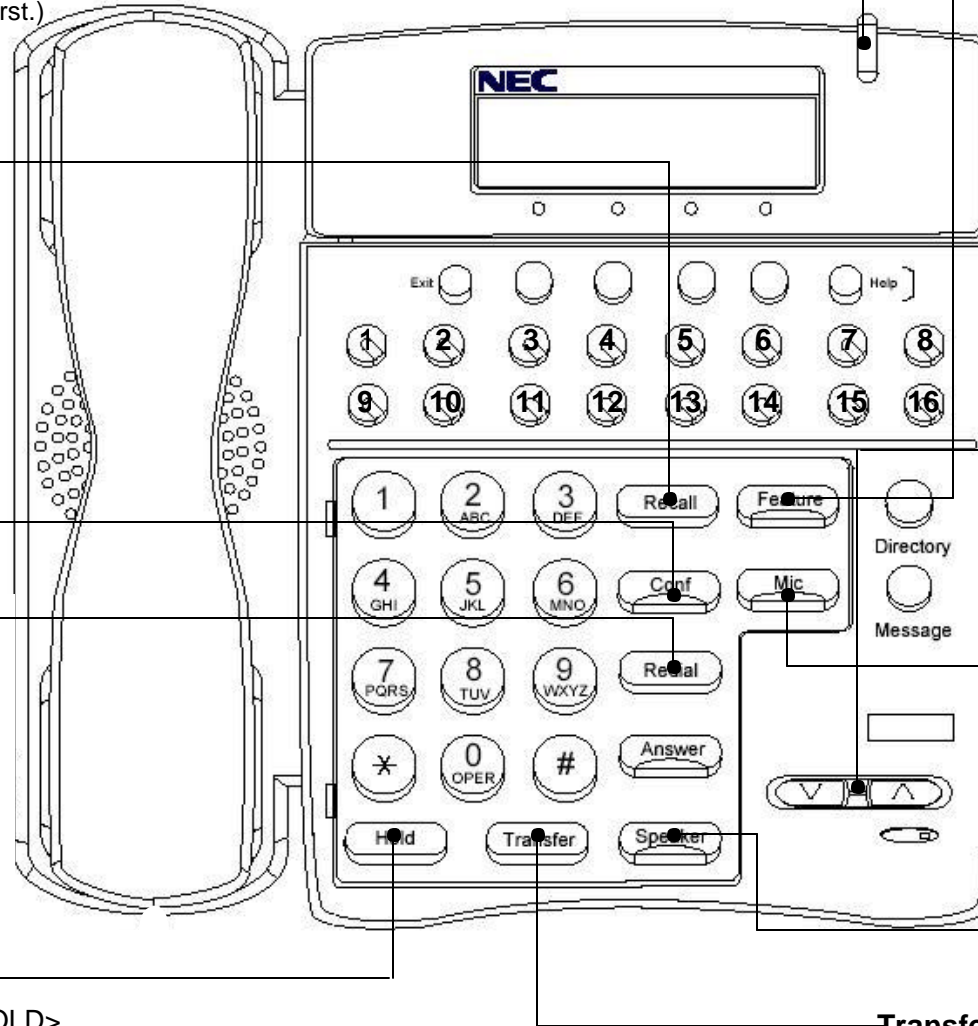
Placing Calls

1. Pick up handset or press <SPEAKER>.
2. Dial number (remember to press "9" first for external numbers.)

Answering Calls

Pick up handset or press <SPEAKER>.

(If answering a line, other than your primary ext, press the flashing line key first.)



Recall

Pressing this key recalls dial tone to your station.

Conference

1. While call is in progress, press <TRANSFER>.
2. Dial number of 3rd party.
3. After called party answers, press <CONF> to join all 3.

Redial

Stores the last 5 numbers dialed.

1. Press <REDIAL> to scroll through last 5 numbers dialed.
2. Press "*" to dial selected number displayed in LCD.

Hold

While on the call, press <HOLD>.

To retrieve held call, press the flashing line key.

Message Waiting Indicator Lamp

Lights red to indicate a message left in voice mail.

Feature

<FEATURE> + 3
Scroll through & set ring tone.
Press "3" to scroll & <FEATURE> to set.

One-Touch Speed Dials

1. Press <FEATURE>.
2. Press One-Touch key to program.
3. Dial the number to be stored.
4. Save by pressing <FEATURE>.

To use, press programmed key.

To verify programming, repeat steps 1 & 2, and number will display in LCD.

Up/Down

- While station is idle: LCD contrast.
- While on a call: adjusts volume.
- While phone is ringing: ring volume.

MIC

Turns Speaker MIC on & off.
LED lights red when MIC is active.
To MUTE voice transmission from your speaker, turn your MIC off.
Other party will not be able to hear you but you will be able to hear them.

Speaker

<SPEAKER> key lights red when active.

Transfer

1. While on the call, press this key followed by desired ext.
2. Remain on the line to announce call ("screened transfer"), or hang up to complete transfer.
If you have misdialed or no one answers, and would like to return to the caller, press <TRANSFER> again.
If voice mail answers, and you would like to return to the caller, press "***."