

Attended transfer

1. Press the "More" softkey.
2. Press the "Trnsfer" softkey.
3. Enter in the internal extension number or external number.
4. Once the party picks up, press the softkey "More".
5. Then press the softkey "Trnsfer".


Blind transfer

1. Press the "More" softkey.
2. Press the "Trnsfer" softkey.
3. Press the softkey "Blind".
4. Enter in the internal extension number or external number.





Hold

1. Press the softkey "Hold".


Call waiting

1. Press .
2. Press the softkey "Answer".
3. Press  again and the softkey "Answer" to go back to the original call.

Phone book

1. Press .
2. Press  when "Features" is highlighted.
3. Press  when "Contact Directory" is highlighted using .






Call lists

1. Use .

Voicemail retrieval

1. Dial 8555 and follow the instructions.

Do not disturb

1. Press .
2. Press  when "Features" is highlighted.
3. Press  when "Do not disturb" is highlighted using .
4. Press  to go back to the main screen.


Ring volume

1. Press  and .

Call volume

1. While on call, press  and .

Speakerphone operation

1. Press .

Conference calling (outbound only)

1. While on a call, press the softkey "More".
2. Select the softkey "Confrnc".
3. Dial the number you wish to call.
4. To join the two calls, press the softkey "More".
5. Then select the softkey "Confrnc".

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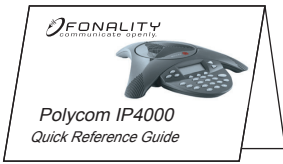
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Quick Reference Guide



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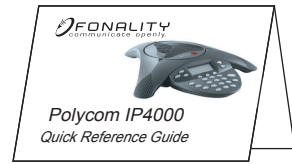


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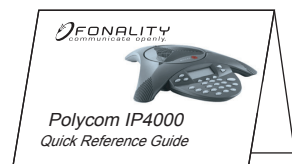


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