Basic Call Features

Placing a Call

Using the handset:

1. Pick up the handset.
2. Enter the number, and then press the **Send** soft key.

Using the speakerphone:

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

Using the headset:

1. With the headset connected, press 🎧 to activate the headset mode.
2. Enter the number, and then press the **Send** soft key.

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the Headset key, the Speakerphone key or by picking up the handset. Headset mode requires a connected headset.

Answering a Call

Using the handset:

Pick up the handset.

Using the speakerphone:

Press 🔊.

Using the headset:

Press 🎧.

Note: You can reject an incoming call by pressing the Reject soft key.

Ending a Call

Using the handset:

Hang up the handset or press the **EndCall** soft key.

Using the speakerphone:

Press 🔊 or the **EndCall** soft key.

Using the headset:

Press the **EndCall** soft key.

Redial

- Press 🔁 to enter the placed call list, press ⌃ or ⌄ to select the desired entry, and then press 🔁 or the **Send** soft key.
- Press 🔁 twice when the phone is idle to dial out the last dialed number.

Call Mute and Un-mute

- Press 🔇 to mute the microphone during a call.
- Press 🔇 again to un-mute the call.

Call Hold and Resume

To place a call on hold:

Press the **Hold** soft key during an active call.

To resume the call, do one of the following:

- If there is only one call on hold, press the **Resume** soft key.

- If there is more than one call on hold, press ⌃ or ⌄ to select the desired call, and then press the Resume soft key.

Call Transfer

You can transfer a call in the following ways:

Blind Transfer

1. Press the **Tran** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press the **Tran** soft key.

Semi-Attended Transfer

1. Press the **Tran** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press #₁₀₀.
3. Press the **Tran** soft key when you hear the ring-back tone.

Attended Transfer

1. Press the **Tran** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press #₂₀₀.
3. Press the **Tran** soft key when the second party answers.

Call Forward

To enable call forward:

1. Press ✱72
2. Select the desired forward type:

   4 = INTERNE --Incoming calls are forwarded TO EXTENSION ex: 226 #

   5 = EXTERNE Incoming calls are forwarded TO THE PHONE NUMBER OF YOUR CHOICE.

   ↳ FINISH WITH #

DISABLE: ✱73

Call Conference

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

Note: You can split the conference call into two individual calls by pressing the Split soft key.

Speed Dial

To configure a speed dial key:

1. Press the **Menu** soft key when the phone is idle, and then select **Features->DSS Keys**.
2. Select the desired DSS key, and then press the **Enter** soft key.
3. Select **Speed Dial** from the **Type** field, select the desired line from the **Account ID** field, enter a label in the **Label** field and then enter the number in the **Value** field.
4. Press the **Save** soft key to accept the change.

To use the speed dial key:

Press the speed dial key to dial out the preset number.

MESSAGING: ✱98 + Code