



The LED indicator lights on the phone can have various meanings. What follows is a reference to the meaning of the LEDs under various circumstances.

LED Status	Description
Solid red	A call is muted.
Flashing red	The call is on hold.
Solid green	A dial-tone is available, dialing is in progress, or an active call is in progress.
Flashing green	The line is receiving an incoming call, the phone is ringing.

- Select specific context-sensitive functions that display on the screen above each soft key
- Enter special characters (when in uppercase or lowercase mode)
- Place, answer, or end calls
- Redial the last call you placed
- Mute the microphone audio from being heard at the far end of the call. Toggle the key to turn the microphone on or off
- Enter special characters. Press once (or twice quickly if in numerical mode) for a dot
- Enter special characters and spaces. Press three times quickly (when in uppercase or lowercase mode) for a blank space
- Access features, settings, and configuration information; Exit the current screen and return to the idle screen
- Scroll through menus and fields (up or down arrow key); Select menu items (right arrow key); Return to the previous menu (left arrow key); Enable features (right arrow key); View speed dial information (up arrow key), received calls (left arrow key), missed calls (down arrow key), and placed calls (right arrow key)
- Select menu items; Enable or disable menu items
- Increase or decrease the sound of the speaker and ringer
- Enter numbers, letters, spaces, and special characters; Select menu items.
- Enter special characters. Press once (or twice quickly if in numerical mode) for @

**Basic Features**

**To Place a Call:**

- Either:
  - Press the button or the **New Call** soft key.
  - Enter the phone number or extension to dial, and then press the **Send** soft key.
- OR-
- From the idle screen, enter the phone number or extension to dial, and then press the **Dial** soft key.

**To Place a Call from the Directory:**

- Press the button and then select **Features** → **Contact Directory**.
- Press the and buttons to select the desired entry.
- Press the **Dial** soft key.

**To Place a Call from the Speed Dial List:**

- Press the button—the Speed Dial Info screen displays
- Either:
  - Press the and buttons to select the desired entry.
  - OR-
  - Type the number of the Speed Dial Index of the contact, if known.
- Press the **Dial** soft key.

**To Answer a Call:**

- Press the button or the **Answer** soft key.

**To Reject a Call:**

- Press the **Reject** soft key—the call will immediately be connected to the voice mail configured for the ringing extension.

**To End a Call:**

- Press the button or the **End Call** soft key.

**To Redial the Last Call Placed:**

- Press the button—a call to the last number dialed is attempted.

**To Mute a Call:**

- Press the button—the call will be muted and the LCD screen will indicate that the call is muted.

**To Place a Call on Hold:**

- Press the **Hold** soft key—the call will be placed on Hold, the LCD display on the phone will change to indicate that the call is on Hold, and the hold icon will display for the Line that is on Hold.

**To Resume a Call on Hold:**

- Press the **Resume** soft key—the call will be resumed.

## Basic Features (continued)

### To Conference in a Second Party:

- Establish the call with the first party (either by calling the first party or after answering the call from the first party).
- Press the **Confnc** soft key.
- Call the second party—wait until the call is answered.
- Press the **Confnc** soft key—all parties are connected.





### To Perform a Blind Transfer:

- Press the **Trnsfer** soft key.
- Press the **Blind** soft key.
- Dial the extension or phone number of the transfer recipient and then press the **Send** soft key—the call will immediately begin to ring on the recipient phone.




### To Perform an Attended Transfer:

- Press the **Trnsfer** soft key.
- Dial the extension or phone number of the transfer recipient and then press the **Send** soft key—wait for the transfer recipient to answer the call and announce the caller.
- Press the **Trnsfer** soft key again—the call is connected to the transfer recipient.

### To Configure & Enable Always Forward:

- From the idle screen, press the **Forward** soft key.
- Press the  and  buttons to select **Always**, and then press the  button.
- Enter the destination extension or phone number you want to forward all calls to in the **Contact** field, and then press the **Enable** soft key—the status line of the LCD display will begin to scroll and display a message, “Call Forward Enabled” and an animated call forward icon  will display next to the forwarded line.

### To Enable / Disable Do Not Disturb (DND):

- Press the  button.
- Select **Features** → **Do Not Disturb**.
- Press the  button—a message “(X) Do Not Disturb” will begin to scroll on the status line of the LCD screen, and a flashing icon  will appear next to the extension to indicate that DND mode is enabled.


### To Park a Call:

- During an active call, dial **#72**—the system will respond with a prompt indicating which parking lot number to dial to retrieve the call (780x).
- Listen to the system prompt and remember which parking lot location the active call has been assigned.

### To Retrieve a Parked Call:

- Dial the parking lot location (**780x**)—the parked call will be connected with that phone.

## Voice Mail Quick Reference

When the phone receives a new voice mail message, a new message icon  will appear next to extension and the phone will play a stutter dial tone to indicate that the phone has new voice mail waiting.

### To Listen to Voice Mail:

- Press the **Messages** soft key—a summary screen will indicate how many new messages have been received, and how many old messages are being saved.
- Press the **Connect** soft key—the phone will connect to the voice mail box.

### To Access Voice Mail from a Different Internal Phone:

- Dial **7999**—the system will prompt for an extension.
- Dial the extension—the system will prompt for a password.
- Dial the password—the system will prompt with the Voice Mail Main Menu.

### Voice Mail Main Menu:

- 1 New Messages (*or if no New Messages, Old Messages*)
- 2 Change Folders
  - 0 New Messages
  - 1 Old Messages
  - 2 Work Messages
  - 3 Family Messages
  - 4 Friends Messages
  - # Cancel
- 3 Advanced Options (*used only during message playback*)
  - \* Return to Main Menu
- 0 Mailbox Options
  - 1 Record Unavailable Message
  - 2 Record Busy Message
  - 3 Record Name
  - 4 Manage Temporary Greeting
    - 1 Record Temporary Greeting
    - 2 Erase Temporary Greeting (*available only if a Temporary Greeting is present*)
  - 5 Change Password
  - \* Return to Main Menu

\* Help

# Exit Voice Mail

### Options During Playback (any folder):

- 3 Advanced Options
  - 1 Send Reply (*available only if message was sent or forwarded from an internal extension*)
  - 3 Hear Message Envelope
  - \* Return to Main Menu
- 4 Play Previous Message (*available only if multiple messages present in current folder*)
- 5 Repeat Current Message
- 6 Play Next Message (*available only if multiple messages present in current folder*)
- 7 Delete Current Message
- 8 Forward Message to Another Mailbox
- 9 Save Message in a Folder:
  - 0 New Messages
  - 1 Old Messages
  - 2 Work Messages
  - 3 Family Messages
  - 4 Friends Messages
  - # Cancel
- \* Rewind 3 Seconds
- # Skip Forward 3 Seconds

### Options After Recording a Message / Greeting:

- 1 Accept the Message / Greeting
- 2 Listen to the Message / Greeting
- 3 Re-record the Message / Greeting