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| 1. Message Waiting Indicator | 7. Headset | 12. Dial Pad |
| 2. Line Icons | 8. Speaker Phone | 13. Feature Keys |
| 3. Soft Keys | 9. Hands-free Microphone | 14. Speaker |
| 4. Line Indicators | 10. Volume Keys | 15. Display Control Keys |
| 5. Line Keys | 11. Microphone Mute | 16. Graphical Display |
| 6. Hold | | |

CALL HOLD AND RESUME

- **Call Hold:** During a call press the “**Hold**” soft key
- **Call Resume:** Press the “**Resume**” soft key to resume the call

CONFERENCE CALL

- Call the first party
- Press the “**More**” soft key, then the “**Conf**” soft key. This will place the first call on hold
- Place a call to the second party
- Once the second party answers, press the “**Conf**” soft key again to join all parties in the conference

CALL TRANSFER

- During a call, press the “**Trans**” soft key. This will place the active call on hold
- Place a call to the number/ext. to which you want to transfer the call
- After speaking to the second party, press the “**Trans**” soft key to complete the transfer

BLIND TRANSFER

- While on a call, press the “**Trans**” soft key
- Press the “**Blind**” soft key
- Dial the extension or phone number that you desire to transfer to. Press the “**Dial**” soft key to send the call immediately or wait until it sends automatically

VOICEMAIL INITIAL SETUP

1. Press the **Messages** feature key
2. Enter in default Password (123456)
3. Enter in New Password (must be 4-8 digits)
4. Re-enter in New Password
5. Record your name
6. Press 1 to Access your voice mailbox
7. Press 3 to record your no answer greeting
8. Listen to prompts to record your greeting

CALL PARK

1. From the idle screen, press the “**More**” soft key
2. Then press the “**Call Prk**” soft key.
3. Dial the Extension number of the person you are parking the call for followed by the “**#**” key.
4. Then notify the caller they have a call parked

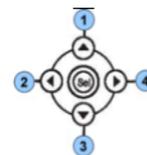
To retrieve a parked call:

1. From the idle screen, press the “**More**” soft key
2. Then press the “**PrkRtv**” soft key.
3. Enter the Extension number where the call was parked
4. Press Enter to be connected to the caller.

CALL LISTS

Display Control Keys

1. Speed Dials
2. NA
3. Received Calls
4. Placed Calls



TRANSFER TO VOICEMAIL

While on a call:

1. Press “**more**” soft key
2. Press “**Xfer 2 VM**”
3. Enter in extension and press “**Enter**” soft key