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|----------------------|---------------------------|-----------------------|
| 1. Line Indicators   | 8. Volume Keys            | 14. Feature Keys      |
| 2. Line / Speed Dial | 9. Dial Pad               | 15. Display           |
| 3. Hookswitch        | 10. Hands-Free Microphone | 16. Message Indicator |
| 4. Speaker           | 11. Speakerphone          | 17. Graphic Display   |
| 5. Feature Keys      | 12. Headset               |                       |
| 6. Hold              | 13. Microphone Mute       |                       |
| 7. Soft Keys         |                           |                       |

### CALL HOLD AND RESUME

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

### CONFERENCE CALL

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

### CALL TRANSFER

- During a call, press the **Transfer** feature key or the **“Trnsfr”** soft key. This will place the active call on hold
- Place a call to the number to which you want to transfer the call
- After speaking to the second party, press the **Transfr** feature key again or the **“Transfr”** soft key to complete the transfer

### BLIND TRANSFER

- While on a call, press the **“Trnsfr”** soft key or the **Transfer** feature key
- Press the **“Blind”** soft key
- Dial the extension or phone number that you desire to transfer to
- Press the **“Send”** 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
3. Enter in New Password
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

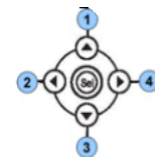
To retrieve a parked call:

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. Received Calls
3. Missed 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