



Item	Description	
1	LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data.
2	Power Indicator LED	Indicates phone power status.
3	Line Buttons	Use these buttons to access up to three phone extensions or DSS key functions.
4	Memory Buttons	Use these buttons to assign various DSS key functions. The button LED will light when the assigned feature is enabled.
5	MESSAGE Button	Indicates and accesses voice messages.
6	HEADSET Button	Toggles and indicates headset mode.
7	HOLD Button	Places a call on hold or resumes a held call.
8	TRAN Button	Transfers a call to another party.
9	MUTE Button	Toggles the Mute feature on or off.
10	Speakerphone Button	Toggles the hands-free speakerphone mode.
11	Redial Button	Redials a previously dialed number.
12	CONF Button	Conducts a conference call with up to three parties.
13	Volume Button	Adjusts the volume of the handset, headset, ringer and speakerphone.
14	Keypad	Provides the digits, letters and special characters in context-sensitive applications.
15	◀ ▶	Scroll through displayed information or options.
	OK	Confirms actions or answers an incoming call.
	✕	Cancel actions or rejects an incoming call.
16	Soft Keys	Labels change automatically to identify their context-sensitive features.

Basic Features

To Place a Call:

-  Lift the handset, dial the extension or phone number, and then press the  button. **-OR-** Dial the extension or phone number, and then lift the handset.
-  Press the  button, dial the extension or phone number, and then press the  button. **-OR-** Dial the extension or phone number, and then press the  button.
-  Press the  button, dial the extension or phone number, and then press the  button. **-OR-** Dial the extension or phone number, and then press the  button.

To Answer a Call:

-  Lift the handset to answer the call.
-  Press the  button **-OR-** press the **Answer** soft key **-OR-** press the flashing Line key.
-  Press the  button **-OR-** with the headset mode activated, press the **Answer** soft key **-OR-** with the headset mode activated, press the flashing Line 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:

-  Hang up the handset **-OR-** press the **Cancel** soft key.
-  Press the  button **-OR-** press the **Cancel** soft key.
-  Press the **Cancel** soft key.

To Redial the Last Call Placed:

- Press the  button twice—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  button on the phone **-OR-** press the **Hold** soft key—the call will be placed on hold and the LCD display on the phone will change to indicate that the call is on hold.

To Resume a Call on Hold:

- Press the  button on the phone **-OR-** press the **Resume** soft key **-OR-** press the Line button for the held call.

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  button or **Conf** soft key.
- Call the second party—wait until the call is answered.
- Press the  button or **Conf** soft key again—all parties are now connected.

To Perform a Blind Transfer:

- Press the  button or the **Tran** soft key.
- Dial the extension or phone number of the transfer recipient.
- Press the  button or the **Tran** soft key again—the call will immediately begin to ring on the recipient phone.

To Perform an Attended Transfer:

- Press the  button or the **Tran** soft key.
- Dial the extension or phone number of the transfer recipient.
- Press the  button, the **Send** soft key or the  button—wait for the transfer recipient to answer the call and announce the caller.
- Press the  button or the **Tran** soft key again—the call will be connected to the transfer recipient.

To Configure & Enable Always Forward:

- Using the soft keys, select **Menu** → **Features** → **Call Forward**.
- Press the  and  buttons to select **Always Forward**, and then press the **Enter** soft key
- Press the **Switch** soft key or the  and  buttons to select **Enable** from the **Always** field.
- Enter the destination extension or phone number you want to forward all call to in the **Forward to** field.
- Press the **Save** soft key—Always Forward is configured and enabled, the  icon on the LCD display indicates that call forwarding is enabled.

To Enable / Disable Do Not Disturb (DND):

- When the phone is idle, press the **DND** soft key to toggle the DND mode on or off—the phone displays the  icon in the LCD panel to indicate that DND mode is activated.

To Park a Call:

- Dial **#72 -OR-** press the **Call Park** DSS key—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, the phone will play a warning tone, the  button LED will illuminate (this is the Message Waiting Indicator or MWI), the LCD screen will display a prompt that New Voice Mail was received and a flashing  icon will appear in the upper right corner of the LCD screen.

To Listen to Voice Mail:

- Press the  button or the **Connect** soft key—the phone will connect to the voice mail box for the primary line on the phone.

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