GENERAL:

- **Symbols**
  - ✔ Generally: YES / CONFIRM / or DIAL
  - ✘ Generally: NO / CANCEL / HANG UP

- **Place an outgoing call**

  Dial the number, no outside "9" digit is required

  801/435 calls should be dialed as ten digits

  Dial Long Distance calls as 1 + area code + number

  Dial International calls as 011 + country code + city code + number

SPEAKER:

- **Make a call using speaker**

  Dial with handset in cradle, speaker is automatically engaged.

  Pick up to remove from speaker.

- **Switch from handset to speaker**

  Press the **SPEAKER** button

- **Answer a call on speaker**

  When **LINE** indicator is ringing, blinking, press **LINE**

DIVERTING INCOMING CALL:

- **Send call to your personal Voicemail**

  Press the **X** button for incoming call

⊖ TRANSFER BUTTON

- No hard button "XFER" appears on screen when on a call

- **Warm Transfer**

  Press **HOLD** button (while on call)

  Hear Dial Tone

  Dial outgoing number (cell phone) or internal extension (ie: #201)

  Announce call

  Press **TRANSFER** – then "✔" to confirm

- **Blind Transfer**

  Press **TRANSFER** (while on call)

  Dial outgoing number (cell phone) or internal extension (ie: #201) - Then press "✔"

  Call is now transferred without announcing call

MESSAGE BUTTON

- Check Voicemail

    Press **RETREIVE** or dial *97 / Default passcode is always 1234

    No passcode is required unless you choose to set one up

    From external location Dial your personal D.I.D. (direct number)

    OR

    Call Main number, have call transferred to your personal extension, follow above process

"HOLD"

- Put a call on hold

    No hard hold button option appears on screen when on a call

    To un-hold, press "✔"

TO ACTIVATE DO NOT DISTURB MODE

- Directs calls to your personal voicemail

    No hard button

    Press mute to activate DND

CONFERENCING BUTTON

- Direcects calls to your personal voicemail

    No hard button appears on

    · Press the **HOLD** button (while on a call)

    · Wait for Dial Tone

    · Dial the outside number or internal extension

    · Announce the call

    · Press **CONFERENCE** button

    · The two calls are now conferenced together

- To Un-Conference

    Press **CONFERENCE** button again and both calls are place on **HOLD**

DIRECTORY BUTTON

HELP BUTTON