


Placing a call

Using the handset

1. Pick up the handset
2. Enter the number and press the **Send** soft key

Using the speakerphone

1. With the handset on-hook, press 
2. Enter the number and press the **Send** soft key

Using the headset

1. With the headset connected, press  to activate the headset mode
2. Enter the number and press the **Send** soft key.

Answering a call


Using the handset

Pick up the handset

Using the speakerphone

Press 

Using the headset:

Press 

You can reject an incoming call by pressing the reject soft key

Ending a call

Using the handset

Hang up the handset or press the **EndCall** soft key




Using the speakerphone

Press  or the **Endcall** soft key



Using the headset

Press the **EndCall** soft key

Redial

- Press  to enter the **Placed calls** list, select the desired entry, and press  or the **Send** soft key
- Press  twice when the phone is idle to dial out the last dialed number

Call mute

- Press  to mute the microphone during a call
- Press  again to un-mute the call

Call Hold

To place a call on hold

Press the **Hold** soft key during an active call

To resume the call, do one of the following

- If there is only one call on hold, press the **Resume** soft key
- If there is more than one call on hold, select the desired call, and press the **Resume** soft key

Call Transfer

You can transfer a call in the following ways

Blind Transfer

1. Press the **Trans** soft key during an active call
2. Enter the number you want to transfer to
3. Press the **B Trans** soft key

Semi-Attended Transfer

1. Press the **Trans** soft key during an active call
2. Enter the number you want to transfer to, and press the **Send** soft key
3. Press the **Trans** soft key when you hear the ringback tone

Attended Transfer

1. Press the **Trans** soft key during an active call
2. Enter the number you want to transfer to, and press the **Send** soft key
3. Press the **Trans** soft key when the second party answers

Call Forward

To enable call forward

1. Press the **Menu** soft key when the phone is idle, and then select **Features > Call forward**
2. Select the desired forward type
3. Enter the number you want to forward to. For **No Answer Forward**, select the desired ring time to wait before forwarding from the **After Ring Time** field
4. Press the **Save** soft key to accept the change

Call Conference

1. Press the **Conf** soft key during an active call. The call is placed on hold
2. Enter the number of the second party, and press the **Send** soft key
3. Press the **Conf** soft key again when the second party answers. All parties are now joined in the conference
4. Press the **EndCall** soft key to disconnect all parties

*You can split the conference call into two individual calls by pressing the **Split** soft key*