**TO MAKE A CALL**

- Press the Line key or Lift the handset.
- Dial the number.

**PLACE A CALL ON HOLD**

To place current call on Hold,
- Press the Hold key. The display will have a flashing telephone symbol.
To retrieve a call on Hold,
- Press the Line key to return to the caller.

**CALL WAITING**

- Place current call on Hold.
- Press CWait key.
- To put the second call on hold—Press Hold.
- Press the Line key to talk to first caller.
- To retrieve second caller, press CWait again.

**REDIAL & PREDIAL**

- To Redial - Press Line key twice to redial the last number you dialed.
- Predial Redial List.

**OPTIONS KEY**

To change several of the Options on your phone, press the Option key, then use the arrow keys to navigate to the option you wish to change.

**Voice Mail**

**CHECKING VOICE MAIL FROM YOUR OFFICE**

- Press the Message key.
- Press the # key.
- Enter your password then the # key again.

**CHECKING VOICE MAIL FROM ANOTHER OFFICE**

- Dial 7-6245. (MAIL)
- Dial your mailbox number (7+4 digit number)
- Press the # key.
- Enter your password then the # key again.

**CALL PARK**

- Press the Transfer key.
- Then type 171
- Record the 3 digit number where your call is Parked and press Transfer again.
- From any phone, dial the 3 digit # to connect.

**CONFERENCE CALLS**

- While on a call, press the Conference key.
- Dial the # you want to add to the call.
- Press Conference key again.

**FORWARD A PHONE**

- Press the Forward key.
- Dial the number of the station where your call is to be forwarded.
- Press Forward again.
- To cancel, press Forward

**TRANSFERING A CALL**

- Press the Transfer key.
- Dial the number where you want to transfer the call.
- Press Transfer.

**Voice Mail Codes**

Press 8* for a complete list.
# - Pause while listening
1 - Skip backwards 5 seconds
3 - Skip forward 5 seconds
5 - Bypass greeting
6 - Go to next message
9 - Dial sender’s phone
71 - Reply to sender
73 - Forward message
76 - Delete message (press 76 - again to restore a deleted message before hanging up.
80 - Change the “0” option (if you are out of the office they can press 0 to reach someone a designated person.)
83 - To log out.

**FORWARD A PHONE**

- Press the Forward key.
- Dial the number of the station where your call is to be forwarded.
- Press Forward again.
- To cancel, press Forward.

**CALL PICKUP**

- Pick up handset to hear a dial tone.
- Dial 13 or press the Call Pickup key.
- You may now answer the call going to other station.

**REDIAL & PREDIAL**

- To Redial - Press Line key twice to redial the last number you dialed.
- Predial Redial List.

**CONFERENCE CALLS**

- While on a call, press the Conference key.
- Dial the # you want to add to the call.
- Press Conference key again.

**FORWARD A PHONE**

- Press the Forward key.
- Dial the number of the station where your call is to be forwarded.
- Press Forward again.
- To cancel, press Forward

**TRANSFERING A CALL**

- Press the Transfer key.
- Dial the number where you want to transfer the call.
- Press Transfer.