Basic Phone Functions

**Placing a Call**
- Handset - Pickup handset and dial phone number
- Speakerphone - Dial the phone number and press **Dial** button
- Headset - Press **NewCall** and dial phone number

**Receiving a Call**
- Handset - Pick up the handset
- Speakerphone - Press **Answer** soft key
- Press **Reject** to immediately forward to voicemail

**Putting a caller on Hold**
- Press **Hold** button, to place original call on hold
- You can now make a new call, transfer, or conference the call
- To resume the hold call, press **Hold** button again or press **Resume**

**Transferring a call (Assisted Transfer)**
- During a call, press **Transfer** button or **Trnsfr** soft button
- Enter the number you want to transfer the call to
- Once the party answers, press **Transfer** button or **Trnsfr** soft button.

**Transferring a call (Blind Transfer)**
- During a call, press **Transfer** button or **Trnsfr** soft button
- Press **Blind** soft button
- Enter the number you want to transfer the call to

**Conferencing a Call**
- During a call, press **Conference** button or **Conf** soft button
- Call second party
- When second party answers press **Conference** button again

**Do Not Disturb** – phone will not ring. All calls will go to voicemail.
- To enable press **Do Not Disturb** button
- To disable press **Do Not Disturb** button again

**Navigation Keys**
- Speed Dial Info
- Received Calls
- Placed Calls
- Missed Calls
- Enter / Select

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Voicemail Log In

**From your desk:**
Press **Messages** button or dial **101**. Enter **PIN**.

**From outside the district:**
Dial your phone number. When voice mail system answers, press ***** key.
Enter your phone's **extension** followed by **#** key. Enter **PIN**.

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Main Menu

- Listen to Inbox Message
- Listen to Saved Messages
- Listen to Deleted Messages
- Send a Message
- Voice Mail Options

**Message Menu**

- Play Message Info
- Replay Message
- Save Message to Inbox
- Delete Message
- Forward Message
- Reply to Message ???
- Play Next Message 
- Cancel / Return to Mail Menu

**Record Comments**

- Record Comments
- Forward without Comments
- Cancel / Return to Mail Menu

**Record Message and Press #**

- Play Message
- Forward without Comments
- Delete Message & Try Again
- Cancel / Return to Mail Menu

**Voice Mail Options**

- Record Personal Greeting
- Record Your Name
- Select Greeting to Play
- Clear Deleted Messages Folder
- Change PIN
- Return to Main Menu

**Record Greetings**

- Record Standard Greeting
- Record Out of Office Greeting
- Record Absence Greeting
- Cancel

**Select Active Greeting**

- Listen to Current Greeting
- Select Standard Greeting
- Select Out of Office Greeting
- Select Absence Greeting
- Select System default Greeting
- Cancel

**Select Active Greeting**

- Listen to Current Greeting
- Select Standard Greeting
- Select Out of Office Greeting
- Select Absence Greeting
- Select System default Greeting
- Cancel