








Diag No	Phone Feature	Description
1	Handset	Pick up to place or answer call
2	Message Waiting Indicator	Displays solid red when you have a new voice mail message Flashes red during an incoming call
3	LCD Screen	Displays date and time, Phone numbers and soft key options
4	Line Buttons	Indicates phone line status when lit: Green – Line is idle Red (Steady) – Line is active or in use Red (Blinking) – Line is on hold Orange – Line is unregistered and cannot be used
5	Navigation Pad	Press an arrow key to scroll left, right, up or down through items shown on the LCD screen
5	Soft Keys	Press a soft key to perform the action shown on the label on the LCD Screen above
6	Navigation Pad	Press an arrow key to scroll left, right, up or down through items shown on the LCD screen
7	Messages Button	

8	Hold Button 	Press to place a call on hold
10	Mute Button 	Press to mute or unmute the phone. When the phone is muted, the button glows red.
11	Volume Button 	Press + to increase the volume and - to lower the volume of the Handset Headset Speaker (when the handset is off the phone) Ringer volume (when the handset is on the phone)
12	Headset Button 	Press to turn the headset on or off. When the headset is on the button glows green
13	Speaker Button 	Press to turn the speaker on or off. When the speaker is on the button glows green
14	Headset Port	2.5mm Jack plug for headset (in side of phone)

Call Transfer

1. Press # # (Pound key) at any time during conversation
2. Listen for 'TRANSFER' prompt
3. Enter full phone number, with area code, where you want to redirect your call
4. Hang up

Call Forwarding

1. Dial *68 and NUMBER for activation, wait for prompt
2. Dial *88 for Deactivation, wait for prompt
3. Hang up

Attended Call Transfer

1. Press * (Star key) followed by 2 at any time during conversation
2. Listen for 'TRANSFER' prompt and dialtone followed
3. Enter full phone number, with area code, where you wish to redirect call
4. When third party answers, hang up any time to complete the Transfer

3-Way Calling

To share a call between 3 parties you can use of the conference facility on your phone.

Call the first person you wish to speak to and when they answer press the **conf** soft key on your phone.

Call the second person you wish to hold a joint call with by using the soft key options now presented. When they answer you can have a private conversation with them as they first person is still on hold. Finally press the **conf** soft key once more and all 3 of you will be connected.

If you want to leave the call but still permit the other 2 parties to continue the call press the **join** soft key.