Note: Your phone has been configured by your system administrator according to the needs of your organization. You may not have access to some of the features described, and your softkey panel may vary from what is shown here.

Placing a Call

1. If desired, take the phone off-hook by lifting the handset. You can also press any Line key, or simply start dialing to use speakerphone.
2. If you lifted the handset or pressed a Line key, enter the number you wish to call at the dial tone.
3. After you dial the number, the call is placed and you hear the ringback tone.

If you are unable to make calls within certain area codes, check with your administrator for any restrictions on long distance area codes or dialing prefixes.

Muting a Call

You can mute the handset, headset, or speakerphone.

Press \( \text{mute} \) to switch mute on or off. When you activate mute, you cannot be heard on an active call or on a conference, and the \( \text{key light} \) is on.

Using the Handsfree Speakerphone

- To dial using handsfree, simply start dialing the number to call, or press \( \text{dial} \) and then enter a number at the dial tone.
- To answer a call on your phone using handsfree, press \( \text{answer} \) or the line/call appearance key.
- When using the handsfree speakerphone, press \( \text{hangup} \) to disconnect the call.
- When handsfree is on, the speaker light is on.

Placing Calls on Hold

Place a Call on Hold

Press the \( \text{hold} \) key on the phone while on an active call. The timer runs and the Line and MWI lights flash.

Retrieve a Call on Hold

Press the \( \text{hold} \) key again or the Line key where the call is on hold.

Manage Multiple Calls on Hold

1. Press \( \text{<} \) or \( \text{>} \) to scroll through the call information for multiple calls on hold.
2. Press the \( \text{call} \) key or Line key to reconnect to a held call.

Customizing Your Phone

Use the \( \text{Options} \) menu to access settings such as Ring Tones, Time and Date, Speed Dial, Phone Status, Restart, and Lock.

Note: Consult with your administrator before changing any phone settings using the Options menu.

1. Press \( \text{Options} \) on the phone. A menu displays.
2. Press the \( \text{<} \) and \( \text{>} \) keys to view the different options.
3. Press \( \text{Select}, \text{ Enter} \), or the corresponding number to select an option.
4. Make the desired changes.
5. Press \( \text{Select}, \text{ Set}, \text{ or } \text{Done} \) to save the changes.

Press \( \text{Options}, \text{<}, \text{ or } \text{ to exit.} \)
Using the Callers List

You can access a list of up to 200 incoming calls. The list provides the calling number, the name (if known), and the date/time the call was received. You can clear the phone's Missed Calls display by viewing the Callers List.

1. Press the programmed Callers List softkey.
2. Use ▲ and ▼ to scroll through the Callers List entries.
   - Indicates a missed call.
   - Indicates an answered call.
   - N indicates a new missed call.

3. To dial a caller from the list, press , lift the handset, or press a Line key.
4. Press to exit the Callers List.

   Note: If Callers List is not a programmed softkey, you can access the list by pressing Options, then Services and Callers List.

Using Do Not Disturb

Do Not Disturb prevents the phone from ringing and receiving incoming calls.

Press the programmed Do Not Disturb key to activate or deactivate the Do Not Disturb feature.

Note: If Do Not Disturb is not a programmed softkey, you can access the feature by pressing Options, then Services and Do Not Disturb.

Using the Redial List

You can access a list of the last 100 numbers you called from your phone. The list provides the number dialed, the name (if known), and the date/time the number was dialed.

1. Press the programmed Redial softkey.
2. Use ▲ and ▼ to scroll through the entries.
3. To dial a number from the list, press , lift the handset, or press any Line key.

   Note: If Redial is not a programmed softkey, you can access the list by pressing Options, then Services and Redial.

Accessing Voicemail

The Message Waiting Indicator on the phone flashes when you have a new voicemail message.

1. Press *86 on your handset
2. Dial your extension (ex. 7-1234) from your office phone
3. Access remotely - Dial your number (ex. (313) 577-1234) and press * when voicemail answers

Transferring Calls

You can use the Transfer feature to transfer an active call from your phone to another phone.

1. Press the programmed Transfer softkey.
2. Press ► and enter the number of the destination party.
3. To consult with the destination party, wait for the party to answer, and announce the transfer. To complete the transfer, press Transfer again or hang up. “Call Transferred” appears on the phone display.
   To cancel the transfer before the destination party answers, press Cancel.

   Note: If Transfer is not a programmed softkey, you can access the feature by pressing Options, then Services and Transfer.