












CALL HANDLING

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| Receive a Call | <ul style="list-style-type: none"> ● Lift the handset Or ● Press the Answer softkey Or ● Press the Speaker  button |
| Place a Call | <ul style="list-style-type: none"> ● Lift the handset before or after dialing a number Or ● Press the New Call softkey or the Speaker  button and then dial a number <p>NOTES</p> <ol style="list-style-type: none"> 1. This applies to internal <i>AND</i> external calls – <i>you no longer need to dial # first</i> |
| Hold / Resume a Call | <ul style="list-style-type: none"> ● Press the Hold  button to place a call on hold ● Press the Hold  button to resume the held call |
| Take Another Call While on a Call | <ul style="list-style-type: none"> ● Press the Answer softkey to automatically place current call on hold and answer the incoming call ● Use the navigation pad to highlight and resume the held call |
| Transfer a Call | <ul style="list-style-type: none"> ● Press the Transfer  button ● Dial the number to which you want to transfer the call ● To speak with the transfer recipient first, simply wait for them to answer ● When ready, press the Transfer  button again to transfer to call <p>NOTES</p> <ol style="list-style-type: none"> 1. To transfer a call directly to a person's voicemail, press *55 prior to their extension |
| Conference Call While on a Call | <ul style="list-style-type: none"> ● Press the Conference  button ● Dial the number you want to join to the conference ● Press the Conference  button |
| Forward All Calls | <ul style="list-style-type: none"> ● Please see provided call forwarding video for detailed instructions ● To forward to voicemail, choose 7000 as forward destination |
| Stop Forwarding All Calls | <ul style="list-style-type: none"> ● Press the clr FWD softkey ● Listen for one confirmation beep |

VOICEMAIL

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| Initial Setup | <ul style="list-style-type: none"> ● Press the Messages  button ● Enter the default PIN (18451925) and press # ● Follow the operator instructions, pressing # for confirmations ● You will be prompted to record your name |
| Change Voicemail PIN | <ul style="list-style-type: none"> ● Press the Messages  button ● Enter your PIN and press # ● Press 8 to change voicemail PIN |
| Access Voicemail From Your Desk Phone | <ul style="list-style-type: none"> ● Press the Messages  button ● Enter your PIN and press # |
| Access Voicemail From Another Phone | <ul style="list-style-type: none"> ● Dial extension 5139 (610-645-5139) ● Press * ● Enter your extension and press # ● Enter your PIN and press # |