PLACING AN OUTSIDE CALL
- Dial 9 plus desired number. Be sure to include 1+ area code when necessary.

HANDSFREE DIALING (SPEAKER PHONE)
- Press Speaker (SPKR)- Adjust volume
- Dial desired number
- Press speaker to disconnect

NOTE: Be sure your MIC is turned on. Light on bottom right will be lit.

HOLD
- Press HOLD button. Line will flash.
- To retrieve, press flashing button.

TRANSFER (WITH CALL IN PROGRESS)
- Press transfer (TRF) button. Caller is put on hold
- Dial appropriate extension number
- Announce the call and hang up

NOTE: If extension is busy or the person does not want to take the call, press (TRF) to get the call back.

CONFERENCE CALL
- With call in progress, press (TRF)
- Dial second party, announce conference
- Press (CNF) button for 3-way Conference

PROGRAMMING ONE TOUCH SPEED DIAL
- Press (FEA) button
- Press desired one-touch button
- Enter desired telephone number or extension. (Display will show number entered)
- Press (FEA) button, number is saved

TO DIAL A ONE TOUCH NUMBER
- Press the desired one touch button

REDIAL KEY
- The redial key stores the last 5 numbers dialed
  - Keep pressing REDIAL until the display shows the number you want to redial.
  - Once displayed, press the “*” sign, number is dialed

CALL PICK-UP GROUP
- To retrieve another ringing phone, within your pick up group
  - Lift handset
  - Press PICK or dial “*6”
  - Connection to calling party is established

FEATURE BUTTON
- Feature + 1 = turns MIC on or off
- Feature + 2 = adjusts handset volume
- Feature + 3 = changes ring tone