Answering a Call While on a Current Call
- Phone will beep when the second call comes in
- Press the “Answer” soft key
- Other call is put on hold

To switch between the calls
- Use the “Navigation” button to highlight desired call
- Press the “Hold” button

Placing a Call
- Lift handset or Press “New Call” softkey
- Dial Number

Putting a Call on Hold
- Press the “Hold” button
- Press “Hold” again to reconnect

Transferring a Call
- Press the “Transfer” softkey
- Dial extension or number to transfer to
- Press “Transfer” again
- Hang up

Call Forward
- Press “CFwdALL” softkey
- Dial number to forward to
- To Deactivate:
  - Press “CFwdALL” softkey

Mute a Call
- Press the “Monitor” softkey
- Hang up receiver to monitor call over the speaker
- Lift receiver to resume

Set Ringer Volume
- Press “Volume” button up or down

Conference a Call
- While on the line put first call on hold
- Place second call
- Navigate to first call
- Press “Join” softkey (may need to select “More” softkey)

Retrieve Missed, Received, Placed Calls
- Press “Display/Menu” button
- Use “Navigation” button to highlight “Directories”
- Press the “Select” softkey
- Highlight call type to view using the “Navigation” button
- Press the “Select” softkey
- Scroll through numbers using “Navigation” button
- To exit number listing, press the “Exit” softkey
- Press “Exit” twice more to leave

Redial last Number Called
- Press “Redial” softkey
- Lift handset

Check Messages
Red light on handset indicates new message
- Press “Message” softkey
- Follow prompts

Setting Call Volume
- While on a call, press the “Volume” button up or down
- Press the “Save” softkey