Phone Features
Display Control Unit

1. Mute Bar
2. Led Bar
3. Softkey buttons
4. Navigation bar and Select button
5. Volume button

LED Indicator Lights

- Green Steady—Connected, Dial Tone
- Green Flashing—Incoming Call
- Amber Steady—Powering On
- Red Steady—Mute, Voice Message
- Red Flashing—Call on Hold

Call Handling

Internal Calls
- Dial 4-digit extension

Site to Site Calls:
- Dial 2-digit site code + 4-digit extension

External Calls
- Domestic/Local: 9+1+10-digit-number
- Int'l: 9+011+Country Code+Number
- Emergency External: 9911 or 911

Placing a Call
- Press Call softkey before or after dialing.

Answering a Call
- Press Answer softkey.

End a Call
- Press End Call softkey.

Placing a Call on Hold
- Press Hold softkey.

Returning to Call on Hold
- Press Resume softkey.
- If multiple calls are on hold, highlight the call you want and press Resume softkey.

Muting Your Phone
- Press Mute button.
**Call Transfer**
To transfer a call to another phone:
- Press **Trnsfr** softkey.
- Dial the number to which you want to transfer the call.
- Press **Trnsfr** softkey to transfer the call.

**OR**
- Press **End Call** to hang up.
- Press **Resume** softkey to reconnect to the first caller.

**Call Forwarding**
To forward all of your calls to another phone:
- Press the **FwdALL** softkey.
- Dial the number to where you want to forward your calls or **Msgs** softkey for voicemail.

**Cancelling Call Forwarding**
- Press the **FwdOFF** softkey.

**Divert**
Sending an Active or Ringing Call to Your Voicemail
To redirect an incoming (ringing) call while on another call:
- Press **Divert** softkey.

**Do Not Disturb (DND)**
- Press **DND** softkey to turn on or off the ringer on the phone.

**Conferencing**
**Ad-Hoc Conference Call (Up to 8 Parties)**
- From a connected call, press **Confn** softkey.
- Enter the participant’s phone number
- Wait for the call to connect.
- Press **Confn** softkey again to add the participant to your call.
- Repeat to add additional participants.

**Viewing Conference Participants**
- While in a conference, press **ConfList** softkey to view list of participants.
- Highlight the participant that you want to remove and then press **Remove** softkey.

**Call History**
To view the last 150 calls made to and from the conference station:
- Press **Recent** softkey.
- Select the call you want to dial and press **Call** softkey.

To Clear the list:
- Press **Recent** softkey.
- Press **Clear** softkey
- Press **Delete**

**Adjust the Volume in a call**
- Press **Volume** up or down to adjust the volume when the phone is in use.

**Adjust the Ringer Volume**
- Press **Volume** up or down to adjust the volume when the phone is not in use.

**Change the Ringtone**
- Select the **Settings > Preferences > Ringtone**
- Scroll through the list of ringtones and press **Play** to hear a sample
- Press **Set** and **Apply** to save a selection.

**Visual Notifications**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📞</td>
<td>Incoming call</td>
</tr>
<tr>
<td>📞</td>
<td>Outgoing call</td>
</tr>
<tr>
<td>📞</td>
<td>Missed call</td>
</tr>
</tbody>
</table>