

Display

Your phone's display area contains your **phone number** on the left side and the **masked number** on the upper-right side.

Place a Call (internal & external)

1. Lift handset or press the **Speaker** button.
2. Dial the 10-digit number. For long distance, dial a **1** first.
3. To correct a dialing error, press backspace soft key.

Redial

Press **Redial** soft key to redial the last number dialed.

Soft Keys

Available features (soft keys) appear across the bottom of your display in groups of four, and change according to your phone activity. The phone may have more than four available features. To view additional features, press the **More** soft key. To use, press the corresponding soft key located directly below the features.

Hold/Resume

1. Press **Hold** soft key.
2. To resume call, press **Resume** soft key.
3. If second call is incoming, press **Answer** soft key. First call is automatically placed on hold.

iDivert

Sends call to voicemail. Press **iDivert** soft key.

Settings

1. Press **Settings** button.
2. Use **Navigation Pad** to scroll through menu.
3. Highlight **User Preferences**, and press **Select**.
4. Use **Navigation Pad** to scroll to desired menu.
5. Highlight menu item, and press **Select** soft key.

Call Logs

To view **Call Logs**:

1. Press the **Directories** button. **Call Logs** are displayed.
2. Use the **Navigation Pad** to highlight the desired **Call Log**.

To use the **Call Logs**, use **Navigation Pad** to highlight desired **Call Record**.

Help

1. For help, press the **?** button.
2. Press a button or feature, for which you need help, or wait for list.
3. Use the soft key for more choices.
4. For a list of **Help** topics, press the **?** button twice.

Directories

1. Press **Directories** button, and use the **Navigation Pad** to scroll.
2. Highlight **Personal Directory** or **Corporate Directory**.
3. Press **Select** soft key to choose.
4. See you System Admin for user ID and PIN.

Transfer

1. Press **Transfer** soft key. Hear dial tone, and dial number.
2. Announce call or wait for first ring. Press **Transfer** soft key.
3. To cancel, press **End call** soft key, followed by **Resume**.

Transfer to Unity Voice Mail

1. While connected, press **Transfer** soft key.
2. Dial * and the 10-digit number where the call should be transferred.
3. Press **Transfer** soft key.

Abbreviated/Speed Dial

All **Abbreviated/Speed Dial** configuration **MUST** be done via the Self Care Portal.

To use a **Speed Dial** code:

1. With the handset down, enter the Abbreviated/Speed Dial code.
2. Press the **AbbrDial** soft key.
3. Lift handset.

Conference

1. While connected, press **Confm** soft key.
2. Hear dial tone, and dial next party.
3. When party answer, press **Confm** soft key.
4. Repeat steps to add up to three (3) parties.
5. To list conference parties, press **ConfList** soft key.
6. To drop last party press **End Call** soft key.

Call Forward

1. Press **CFwdALL** soft key., and dial 10-digit number.
2. To cancel, press **CFwdALL** soft key.

Pickup

To answer call in Your **PickUp** group, lift handset, and press **PickUp** soft key:

- a. To answer call, press **Answer** soft key.
- b. To divert to your voicemail, press **iDivert** soft key.
- c. To send call back to first called number, let call ring.

Park

To **Park** a call and retrieve at another phone:

1. While on active call, press the **Park** soft key. The screen displays a 4-digit number (i.e. *XXXX).
2. **Make a note of the number, and hang up.**
3. To retrieve a parked call from any phone, dial * and the 4-digit number. Will time out after 120 seconds.

Call Join

Joins existing calls together on one line.

1. From active call, use the **Navigation Pad**.
2. Highlight call to join, and press **Join** soft key.