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| 1. Indicator Light | 9. <i>Settings</i> button |
| 2. LCD Screen | 10. Volume Control |
| 3. Phone Model | 11. <i>Speaker</i> button |
| 4. Line/Speed-dial button | 12. <i>Mute</i> button |
| 5. Foot Stand Adjustment | 13. <i>Headset</i> button |
| 6. Soft Keys | 14. <i>Services</i> button |
| 7. <i>Help</i> button | 15. <i>Messages</i> button |
| 8. <i>Directories</i> button | 16. <i>Navigation</i> button |

- Call Forward**
 - ⇒ To Activate: Press **CFWDALL** soft key (beeps twice). Dial number to forward calls.
 - ⇒ To Deactivate: Press **CFWDALL** soft key (beeps twice).

- Conference Call (To Initiate the conference call - limit of up to 10 participants)**
 - ⇒ Place or answer the first call. While on that call, press **MORE** soft key.
 - ⇒ Press **Confrn** soft key. Call the next person.
 - ⇒ Press **Confrn** soft key.

- Create Personal Directory**
 - ⇒ Press Directories button (5)
 - ⇒ Select the Personal Directory option
 - ⇒ Follow instructions to create new directory

- Dial by Directory**
 - ⇒ Press Directories button (5)
 - ⇒ Select the Company Directory option

- Direct Transfer (Transfer two callers on your phone directly to each other)**
 - ⇒ While on with one caller, use **Navigator** to highlight other call to transfer
 - ⇒ Press **DirTrfr** soft key

- DND (Do Not Disturb – when you do not want to be reached at the extension)**
 - ⇒ Busy (Press **DND** once) - **Setup Action: Direct the call to cell phone or Direct voicemail** or Silent (Press **DND** twice)

- Extension to Cellular Phones (Can have Extensions set up to direct the call to cellular phones)**

- Hold**
 - ⇒ Press **Hold** soft key. Press **Resume** soft key or the line button to return to the call

- Park (To pick up the existing call at another location/phone)**
 - ⇒ While on call, press **Park** soft key. It will announce an extension number to use.
 - ⇒ Go to another phone and dial the announced extension number

- Remote Pickup DND (To pickup someone else's extension)**
 - ⇒ Dial ******(Extension number)

- Transfer**
 - ⇒ Press **Trnsfer** soft key. Dial extension number
 - ✓ For “blind transfer”: Press **Trnsfer** soft key when the line rings or hang up
 - ✓ For “consult transfer” (**speak to the person at the extension before transferring the call**): Wait for the party to answer; press **Trnsfer** button, then hang up or **End Call**.