

line keys

- 1. Lift the handset.
- 2. Press a line key.
- 3. Dial the external telephone number.

Making external calls using Making external calls using intercom keys

- 1. Lift the handset.
- 2. Press an intercom key, if one is not automatically selected.
- 3. Enter a line pool access code. For example, dial 9 or 6 for an external line.
- 4. When you hear an external dial tone, dial the external telephone number.

Making internal calls using intercom keys

- 1. Lift the handset.
- 2. Press an intercom key, if one is not automatically selected.
- 3. Dial the extension number.

Answering a call

When your phone rings and the light flashes, or when an intercom or line key indicator flashes:

- · Lift the handset.
- Press the line or intercom key with the flashing indicator before you lift the handset.

Placing a call on hold

Calls are put on hold automatically when you switch from one line to another.

- While on a call, press (Hold). The La indicator for the line on hold flashes.
- To retrieve an on-hold call, press the line key with the flashing [indicator.

Using handsfree

- Press (Handsfree) to make or answer a call.
- To switch to handsfree when you are on a handset call, press (Handsfree) and replace the handset. Lift the handset to switch back.
- To switch to handsfree when you are on a headset call, press (Handsfree).
 Press (Headset) to switch back.

Using a headset

You must have a headset installed on your telephone to use this feature.

- Press (Headset) to activate the headset mode. When the Headset LED indicator is on, press a line or intercom key to make a call.
- To switch to your headset when you are on a handset call, press (Headset) and replace the handset. Lift the handset to switch back.
- To switch to your headset when you are on a handsfree call, press (Headset). Press (Handsfree) to switch back.

Muting the Microphone

Use mute on handset, handsfree, or headset calls.

- While on a call, press (Mute) to turn off the microphone. The Mute LED indicator flashes when the microphone is off.
- Press (Mute) again to turn on the microphone.
- The microphone remains muted for your current call and all other calls until you press (Mute) again to turn on the microphone.

User-defined feature keys

Use the user-defined feature keys to program a memory key with a new phone number or feature.

External autodial

- 1. Press the **Feature** key.
- 2 Enter ***1**
- 3. Press a memory key.
- 4. Dial the external number.
- 5 Press **OK** to store the number

Internal autodial

- 1. Press the **Feature** key.
- 2 Enter *2
- 3. Press a memory key.
- 4. Dial the extension number.
- 5. Press **OK** to store the extension number.

For more information about features, see the Telephone Features Guide for your system.

Features

- 1. Press the **Feature** key.
- 2. Enter *3.
- 3. Press a memory key.
- 4. Press the **Feature** key.
- 5. Enter the feature code
- 6. Press **OK** to store the feature code.

Erase memory keys

- 1. Press the **Feature** key.
- 2. Enter *1.
- 3. Press a memory key.
- 4. Press **OK** to erase the phone number programmed on the key.

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