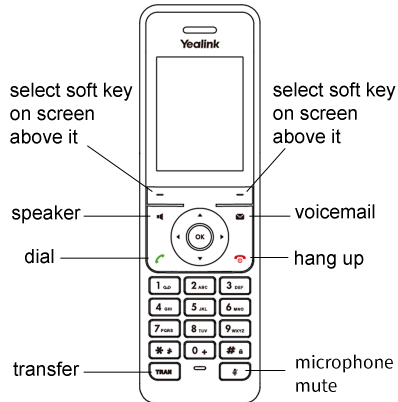
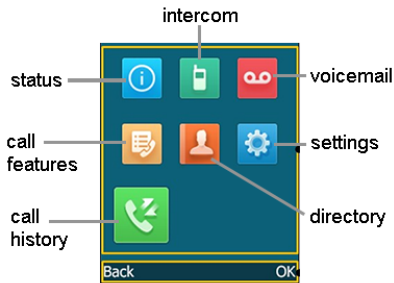


## Handset Layout

### Buttons




### Onscreen Menu




## Turn Handset On/Off

### Turn Handset On

Press and hold 

### Turn Handset Off



When phone display is on home screen

(shows time of day) press and hold 



## Voicemail

### Setup Voicemail

The first time you access the Message Center, the system will walk you through your voicemail setup.



1. Press 
2. Use the arrow keys to highlight the line with the envelope icon with your extension.
3. Press  or **Select**
4. Follow the prompts.

### Check Voicemail




1. Press 
2. Use the arrow keys to highlight the line with the envelope icon with your extension.
3. Press  or **Select**
4. Follow the prompts.

## Place Calls

### Using the Handset



1. Enter number on keypad.
2. Press  or 

### Using the Speakerphone




1. Enter number on keypad.
2. Press 
1. Plug headphones into the 3.5mm jack on bottom of handset.
2. Enter number on keypad.
3. Press  or 

## Answer Calls

### Using the Handset



Press **Accept** soft key or  or 

### Using the Speakerphone






- Press 
1. Plug headphones into the 3.5mm jack on bottom of handset.
  2. Press **Accept** soft key or  or 

## Transfer Calls



### Blind

1. Press 
2. Dial number to which you would like to transfer call.
3. Press  or **Transfer** soft key

### Consultative

1. Press 
2. Dial number to which you would like to transfer call.
3. Press  or  or  to dial recipient.
4. After speaking with recipient, press  or **Transfer** soft key.

### Directly to Voicemail

1. Press 
2. Dial \*90 followed by number to which you would like to transfer call.
3. Press  or **Transfer** soft key