



# Quick Reference Guide



KEY	DESCRIPTION
	<b>HOLD BUTTON</b> - Places an active call on hold. To retrieve a held call, press the Line Button beside the light that is flashing.
	<b>END CALL BUTTON</b> - Pressing this button ends an active call. This function is primarily used with a headset.
	<b>TRANSFER BUTTON</b> - Pressing this button transfers the active call to another number. <i>Announced Transfer:</i> While in an active call, press <b>Xfer</b> and dial an extension number. Notify the desired party/extension of the impending transfer. If they wish to accept the call press <b>Xfer</b> and the call will be transferred. If the party doesn't wish to accept the call, simply press the flashing Line Button to retrieve the current call. <i>Blind Transfer:</i> While in an active call, press <b>Xfer</b> and dial an extension number. Followed by <b>Xfer</b> once again.
L1 L2	<b>LINE BUTTON</b> - Pressing one of the Line Buttons connects you to a line or call. L1 Button represents the main incoming line. This button will flash when a call is incoming. L2 Button is your direct incoming line and this number is unique to your telephone.
	<b>HANDSFREE / HEADSET BUTTON</b> - Pressing this button activates handsfree / headset option depending on how your phone is configured. This allows you to make and receive calls without lifting the handset.
	<b>VOLUME BUTTON</b> - Adjusts the volume for the handset, headset, ringer and handsfree speaker. Volume can be adjusted while in an active call.
Voicemail	<b>VOICEMAIL BUTTON</b> - Press this button to access your voicemail. To set up, record or listen to voicemail, simply press the voicemail button and follow the audible prompts.
Pickup	<b>PICK UP BUTTON</b> - Pressing this button will pick up ANY ringing phone. This function is useful if you hear a ringing phone that is not your own.
	<b>CONFERENCE BUTTON</b> - Press this button to join or transfer someone into a conference call. Join a conference: Press the Conference Button To add an external call to a conference: While in an active call, press <b>Xfer</b> followed by the Conference Button, the <b>Xfer</b> once again.
DND	<b>DO NOT DISTURB BUTTON</b> - All incoming calls will be directed to voicemail or selected alternative.