



Making external calls using line keys

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

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  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.