

VOICEMAIL
Press to check voice messages for the currently selected line. Enter PIN when prompted.

AVID BUTTON
One-touch Avid Help Line.

MESSAGE WAITING INDICATOR
Flashing red indicates new voice messages. Solid red shows phone is in Do Not Disturb mode.

PAGING
Press to page all phones in paging group.

PARK ORBIT
Place call in Park. Retrieve from any phone by pressing the same [Park] button, which will be blinking.

DO NOT DISTURB
Press [DND] button and the phone will not ring. Calls go directly to voicemail or to Find-Me steps. If DND is on, the [DND] button will be red and the Message Waiting Indicator will be solid red.

LEFT/RIGHT KEYS
Switch among all the lines on your phone. (Screen will change to show the line you're using.)

RESTARTING PHONE
Press [Options] button and use UP/DOWN key to choose option #6 and press [Select] key.

HOLD
Press to place call on hold. Line will flash green and Middle Screen will display information about the caller on hold.

CALL LOG
Press to see missed and received calls.

REDIAL
Brings up the most recently dialed call. Press twice to redial this number or use the UP/DOWN button to find an older call to redial.

CONFERENCE
Set up a 3-way call. Press [CONF] button while on a call. This places your first call on hold. Dial the second number. When the second party answers, press [CONF] again to place all parties in conference.

TRANSFER BUTTON
Press the [Xfer] button. The call is placed on hold. Call the 2nd person. After the phone rings, press [Xfer] again to complete the transfer or simply hang up.

ANSWER ANOTHER LINE WHILE ON A CALL
2nd line will be flashing. Press to answer and 1st call is automatically placed on hold.

VOLUME CONTROL
Will control volume of speaker (if using speakerphone), handset volume (when using handset) or ring-tone volume (when not on a call).

MUTE
Press [Mute] to turn on and off your microphone. Flashing red indicates your phone is muted.

GOODBYE
If you're on a call, it disconnects the call. If you're in an options menu, it takes you back to the main screen without saving changes. If phone is ringing, it sends call to voice mail.

PHONE LINES
Press a line to select it for placing outgoing call or to retrieve a call placed on hold or to answer a ringing line.

SPEAKERPHONE
Press [Speaker/Headset] button to turn speakerphone on and off or to activate headset (if attached and configured through the [Options] button).

