

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

AVID BUTTON
One-touch Avid Help Line.

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

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

UPPER SCREEN
Does not change when you are on a call.

CALL LOG
Press to see missed and received calls.

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.

EXTENSION IN USE
Steady light indicates extension is in use.

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.

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.

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.

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

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

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.

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

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

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.

MIDDLE SCREEN
Shows information about the current line selected or in use.

EXTENSION
Press to dial an extension. Press when flashing to answer an extension.

LOWER SCREEN
Functions change when you are off-hook making a call and during a call.

Screen when off hook (placing call)

