**One-Touch Speed Dial**

Speed dial allows you to program the blank flexible keys. (Note: You can lift cover to write a notation about each key on the plastic template.)

1. While phone is idle, press <FEATURE>.
2. Select a flexible key and press it to program.
3. Dial the number to be stored (dial 9 first for off-campus numbers).
4. Press <FEATURE> to store.

**Call Park**

Enables users to hold a call and retrieve it at another extension.

*Call Park Set*
1. While caller is on the line, press the <Call Pk> key.
2. Replace handset.

*Call Park Pickup*
1. When at other phone, pick up handset.
2. Press <Park P/up> followed by 5-digit extension of parking station.

**Call Pickup - Group**

You can answer incoming calls for other stations within your pickup group.

1. Pick up handset and dial * 7.

**Call Pickup - Direct**

You can answer incoming calls to other phones regardless of whether or not you are in a call pickup group.

1. When at another phone, pick up handset / press <SPEAKER> / press <HSET> softkey.
2. Dial #7 followed by the 5-digit extension of ringing phone.

**Forward All Calls**

Sends incoming calls to another number.

*Set*
1. Pick up handset OR press <SPEAKER> OR press <HSET> softkey.
2. Press <FWD ALL> followed by destination number.

If setting to voice mail, after pressing <FWD ALL>, press <VM>.

*Cancel*
1. Pick up handset OR press <SPEAKER> OR press <HSET> softkey.
2. Press <FWD ALL> *
**Soft Keys**

**Mute** On/off for headset, handset, and speaker.

**CNTRX (Centrex Speed Dial)** Allows 4-digit dialing of “784” numbers that have remained on the Centrex system and are not part of our campus PBX system. (example: Cooperative Extension Office on Mill St. or the Chancellor’s Office) Pick up handset and press <CNTRX> softkey, followed by 4-digit extension.

**S&R (Save & Repeat)**

Save a dialed number for 1-time one-touch speed dial use.
1. After dialing number, and while still connected, press <S&R> softkey.
   Number is stored.
2. To use stored S&R number, pick up handset and press <S&R> key.

**HSET (Headset)** On/off for headset.

**Up/Down Arrow Keys**

- LCD contrast, while phone is idle.
- Call volume while on a call.
- Ring volume, while phone is ringing.

Settings are stored until changed by user.

**Ring Tones & Ring Volume**

Select ring tone:
1. While phone is idle, press <FEATURE> + 3.
2. Press 3 to scroll through ring tones.
3. Adjust ring volume using your Up/Down arrow keys (↑ ↓).
4. Press <FEATURE> to set.

**Speaker**

You can mute your voice from the speaker by deactivating the microphone.
1. Press <SPEAKER> to toggle between activate and deactivate.
2. Lit MIC LED light indicates it is on.

**Answer**

Non-used key.

**Answering Calls**

1. To answer a call on your extension, pick up handset OR press <SPEAKER> OR press <HSET> softkey.
2. To answer a call for a line appearing on your phone (department line or someone else’s extension), pick up handset and press flashing line key.

**Placing Calls**

1. Pick up handset OR press <SPEAKER> OR press <HSET> softkey.
2. Dial 5-digit extension or press 9 first for off-campus dialing.
3. For long-distance calls, dial 9 + 1 + area code + number. When you hear staccato beeps, dial the long-distance access code.

**Recall**

Recalls a fresh dial tone without replacing and picking up handset.

**Redial**

1. Press <REDIAL> to scroll through the last 5 numbers dialed.
   (Redial is your scroll key.)
2. As you scroll, you can view the numbers in the display screen.
3. When at the desired number, press * to dial it.

**Hold**

1. To place a call on hold, press the red <Hold> button.
2. To retrieve it again, press the flashing line key.
3. By default, a held call will ring back within 1.5 minutes.

**Transfer**

1. While on a call, press <TRANSFER> + the 5-digit extension.
2. Remain on the line to announce the call.
3. To complete transfer, either hang up or press <RECALL>.

To return to the original caller (in the event of a busy signal, or to cancel before voice mail answers) press <TRANSFER> again.

**Conference**

Allows you to talk with up to 2 other parties simultaneously.
1. While on a call, press <TRANSFER>.
2. Dial the number of party to be added. (Dial either the 5-digit campus extension or 9 + number for off-campus parties.)
3. After called party answers, press <CONF> to join all 3 parties.

If one party disconnects, the other 2 will stay connected as long as one of them is an internal extension.