

# Quick Reference Guide



## LEGEND

|   |  |   |
|---|--|---|
|  HEADSET |  MUTE     |  MESSAGES        |
|  HOLD    |  REDIAL   |  TRANSFER        |
|  EXIT   |  SPEAKER |  DO NOT DISTURB |



## QUICK KEY FEATURES

|  |   |
|--|---|
| <b>*21</b> Follow me                   | <b>*32</b> Blacklist the last caller            |
| <b>*30</b> Blacklist a number          | <b>*4</b> Intercom prefix followed by extension |
| <b>*31</b> Remove a blacklisted number | <b>*98</b> Dial my voicemail from another phone |



### ATTENDED TRANSFER



(Speak to the 3rd party prior to transferring the call)

1. During a call, press  The first call is placed on hold.
2. Enter the desired extension or phone number, and press #.
3. Alert the answering party that they are about to receive a transfer.
4. To complete transfer, press  again.



### BLIND TRANSFER

(Transfer a call directly)

1. During a call, press  The first call is placed on hold.
2. Enter the desired extension or phone number and press .




### SETTING UP A THREE-WAY CALL

1. Call the second party. Once answered press the **CONF** button. You will hear dial tone.
2. Enter the extension or phone number of the third party. Press **SEND**.
3. Once the third party answers, press the **CONF** button to join all 3 parties.




### LISTENING TO VOICEMAIL MESSAGES

1. Press .
2. When prompted, enter your password (default: **1234**).
3. Press **1** for new messages.



### RECORD YOUR VOICEMAIL GREETING

1. Press  to connect to your voicemail.
2. When prompted, enter your password (default: **1234**). To protect your privacy, please change your password.