

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.

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.

RESTARTING PHONE

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

CALL LOG

Press to see missed and received calls.

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.

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).

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.

MUTE

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

VOLUME CONTROL

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

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.

HOLD

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

LEFT/RIGHT KEYS

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

PARK ORBIT

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

