

- Answer a Call:** Pick up the Handset, or press the **Speaker** button, or press the **Headset** button, or press the red flashing line button or the **Answer** softkey.
- Place a call:** Pickup the Handset, press the **Speaker** or **Headset** button, or press a green line button.
- Receiving a Call:** While first call is active, press the flashing red line button or **Answer** softkey. The call in progress is put on hold and the incoming call is answered.
- Call Hold:** To put a call on hold, press the **Hold** button. A series of beeps indicates the call is on hold. To resume the call, press the flashing red line button for the call.
- Conference Call:** During an active call, press the **Conf** button. The first call is placed on hold. Dial the second person's telephone number. Press the **Conf** button again. All three parties are connected in the conference call. To conference two active calls; on one of the active calls, press **ConfLx**. The calls are now connected.
- Call Transfer:** During an active call or a call on hold, press **Transfer**. Enter the number to which you want to transfer the call and press **Dial**. Wait for two rings on the new call, press **Transfer** and wait for the person to answer (Attended Call Transfer). For a Blind Call Transfer, press **BXfer**. Enter the number to which you want to transfer the call and press **Dial**.
- Voice Mail:** To access voicemail, press the Messages button

