Make a Call
1. Lift the handset, or
2. Press 📞.
3. Dial the desired number, or
4. Press a Speed Call key, or
5. Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call
1. Lift the handset, or
2. Press 🔄 and begin speaking.

End a Call
1. Press ✖️, or
2. Replace the handset.

Place a Call on Hold
1. Press ✖️. The line key flashes.
2. Replace the handset if necessary.

Retrieve a Call from Hold
1. Lift the handset, or
2. Press 📞.
3. Press the flashing line key.

Transfer a Call
1. Press 📞.
2. Dial the number. Wait for an answer.
3. Hang up, or announce the transfer and then hang up.

Conference Calls
1. Press 📞.
2. Dial the number. Wait for an answer.
3. Press ✖️.

Program a Speed Call
1. Press 📞.
2. Press # until Personal Keys? appears.
3. Press *.
4. Press a Personal Key.
5. Press *.
6. Dial the number.
7. Press the Personal Key again.
8. Press * to make the number private, or
9. Press # to keep the number visible.
10. Press ✖️.

Adjust Volume Levels
Adjust ringer volume while the phone is ringing. Adjust speaker volume while using the handset or speaker.
1. Press 🔊 repeatedly to raise the volume,
2. or 🔊 repeatedly to lower the volume.
3. Press 🎤 to mute your microphone.