



Placing a Call	Answering a Call	Holding and Muting a Call
<ol style="list-style-type: none"> 1. Start Dialing or Pick up the handset; or 2. Press the Headset or the Speakerphone button 3. Enter the number 4. Press send button bottom left of screen 5. Or the # key (send) 	<ol style="list-style-type: none"> 1. Pick up the handset or 2. Press the Answer soft key; 3. Press the Headset button 4. Press the Speakerphone button 	<ol style="list-style-type: none"> 1. Press the Hold soft key 2. Press the Resume soft key to resume call 3. Press the Mute button to mute your audio device 4. Press the Mute button again to unmute audio device
Rejecting and Silencing a Call	Forward an Incoming Call	Transferring Calls
<ol style="list-style-type: none"> 1. Press the Reject soft key 2. Call sent directly to voicemail 3. Press the Silence soft key 4. Answer call within designated number of rings 	<ol style="list-style-type: none"> 1. Press the Forward soft key 2. Enter the number to forward call to 3. Press the OK button; or 4. Press the #SEND button; or 5. Press the Send soft key 	<ol style="list-style-type: none"> 1. Press the Transfer (Tran) soft key 2. Enter number to transfer call to 3. Press the transfer (Tran) soft key 4. You have the option of speaking with the party (Send), Blind Transfer (B transfer or transfer) or (BLF Name Key) if avail.
Conference Calls	Ending/Splitting Conference Call	Managing Conference Call
<ol style="list-style-type: none"> 1. While on an active call, Press the Conference soft key 2. Enter number of second party 3. Press the OK key; or 4. Press the #SEND key 5. Press the Conference soft key when second party answers 	<ol style="list-style-type: none"> 1. Press the end call (EndCall) soft key to terminate your participation in call 2. Press the Split soft key 3. Enter extension of party to speak to 4. Press the Resume soft key 5. Press the end call (EndCall) soft key 6. Repeat steps 3-5 with other party 	<ol style="list-style-type: none"> 1. Press the Manage soft key 2. Press the far mute (FarMute) soft key to restrict party from speaking 3. Press the Remove soft key to remove party from conference call

Quick Reference Guide

Searching for a Contact	Adding a Contact	Editing a Contact
<ol style="list-style-type: none"> 1. Press the Directory soft key 2. Select All Contacts 3. Press the Search soft key 4. Enter search criteria 5. Select desired contact 6. Press the Send soft key to call 	<ol style="list-style-type: none"> 1. Press the Directory soft key 2. Select All Contacts 3. Press the Add soft key 4. Enter contact information 5. Press the Save soft key 	<ol style="list-style-type: none"> 1. Press the Directory soft key 2. Select All Contacts 3. Press the Search soft key 4. Enter search criteria 5. Press the Option soft key 6. Edit information 7. Press the Save soft key
Forwarding an Extension	Setting up the Voicemail	Do Not Disturb (DND)
<ol style="list-style-type: none"> 1. Press the Menu soft key 2. Select the Features, then Press the Enter soft key 3. Select Call Forward, then Press the Enter soft key 4. Select type: <ol style="list-style-type: none"> a. Always b. Busy c. No Answer 5. Enter forwarding number 6. Press the Save soft key 	<ol style="list-style-type: none"> 1. Press the Message  button; or dial *97t o access Message Center 2. Enter the PIN, (default extension then #) 3. Press 0 to Record name, and unavailable message (*see note below) 4. Change PIN (if desired not necessary) <ol style="list-style-type: none"> a. Cannot be extension b. Enter 4 – 15 non-sequential and non-recurring digits 5. Press the Connect soft key when alerted of a message- RED blinking light 6. Or Press the Message  button to access voicemail 	<ol style="list-style-type: none"> 1. Press Do Not Disturb (DND) soft key to enable 2. Press Do Not Disturb (DND) soft key again to disable 3. THIS IS ONLY BUTTON THAT WILL SHUT DOWN THE PHONE- USE WISELY
<p>*Auto attendant will prompt you to record “busy message” – do not record this as it is currently not supported by ClearCom</p>		