

## Keys

**NAVIGATION KEYS**

Scroll through the displayed information.

**CONFIRMATION KEY**

Confirms actions or answers incoming calls.

**EXIT KEY**

Cancels actions or rejects incoming calls.

## Call modes

**HANDSET**

**PLACE A CALL :**

- Dial the extension or external number, pick up the handset.

or

- Pick up the handset, dial the extension or external number.
- Select , or the **Send** softkey

**ANSWER A CALL :**

- Pick up the handset.

**END A CALL :**

- Put the handset in the cradle.

**SPEAKER**

**PLACE A CALL :**

- Dial the extension or external number.
- Select , or the **Send** softkey.

**ANSWER A CALL :**

- Press .

**END A CALL :**

- Press or select the **Cancel** softkey.

**HEADSET**

**PLACE A CALL :**

- Press (the headset key illuminates solid green).
- Dial the extension or external number.
- Select , or the **Send** softkey.

**ANSWER A CALL :**

- With the headset mode activated, press the **Answer** softkey.

**END A CALL :**

- Press or select the **Cancel** softkey.

## Features

**HOLD**

**PUT A CALL ON HOLD :**

- Press or select the **Hold** softkey.

**RETRIEVE A CALL ON HOLD :**

- Press or select the **Retrieve** softkey.

**ANSWER A 2nd CALL**

**ANSWERING A SECOND CALL DURING AN ACTIVE CALL :**

- Select the **Answer** softkey (the current call is automatically placed on hold)

**TRANSFER**

**TRANSFER A CALL :**

- Press or select the **Trans** softkey.
- Dial the extension or external number.
- Select , or the **Send** softkey.
- Press or select the **Trans** softkey or hang up.

**MAKE AN ATTENDED TRANSFER :**

- Press or select the **Trans** softkey.
- Dial the extension or external number.
- Select , or the **Send** softkey.
- The party answers
- Press or select the **Trans** softkey or hang up to complete the transfer..

## Features (cont.)








### REDIAL

#### LAST NUMBER REDIAL :



- Press  twice.

#### REDIAL A PREVIOUSLY DIALED NUMBER FROM YOUR PHONE :

- Press .
- Press  or  to scroll up and down your list.
- On your highlighted selection, press   or the **Send** softkey.





### CONFERENCE

#### SET UP A CONFERENCE WITH AN ACTIVE CALL :



- Select the **Conf** softkey (the current call is automatically placed on hold).
- Dial the extension or external number.
- Select ,  or the **Send** softkey.
- When the second party answers the call, press the **Conf** softkey again to join all parties in the conference.

### CALL PARK

#### PLACE A CALL ON HOLD AND RETRIEVE IT FROM ANOTHER EXTENSION :

- With an active call, press  or select the **Trans** softkey.
- Dial **700**.
- Select ,  or the **Send** softkey.
- Listen to the park number.
- Press  or select the **Trans** softkey or hang up.


#### RETRIEVE A PARKED CALL :

- Listen to the park number.
- Select ,  or the **Send** softkey.



### MUTE


#### MUTE OR UNMUTE THE MICROPHONE :

- Press  (when the **Mute** key illuminates solid red, the other party cannot hear you; this applies to all call modes).



### VOICEMAIL

#### TO GO TO PERSONAL OR GROUP VOICEMAIL :

- Press  or dial **8500**.
  - Enter your password (**1234** by default).
  - Follow the prompts.
- \* When you have a new message, the LED indicator flashes red. This light turns off as soon as the message is heard once.



ubity.com