

Directory

To use the directory, press the Directory soft button on the phone. You can then start entering the last name of the person to call by pressing the keys with that letter. The phone will start to narrow down the name. You can use the Next button to go to the next name which matches what you have already entered. When you have found the name you want, press the Make Call button to dial. You can press the Phone/Exit button to leave the directory.

Call Appearance Keys

The Main call screen contains three keys set as "call appearance" these are your extension number. The first two allow you to call and receive calls, while the third is reserved for outbound calling only. For example: A call comes in on the first appearance, while on the line another call comes in. You place the first call on hold to answer the second call. The second caller needs to be transferred, this is where the third appearance allows for outbound calling only to allow you to transfer that call.

Call Forwarding

To have all your incoming calls ring at another phone.

- **To Activate:**

1. Listen for dial tone.
2. Dial *22.
3. Hear dial tone.
4. Dial the extension you wish to forward your calls to.
5. Hang up.
6. Your calls will be forwarded.

- **To Cancel:**

1. Listen for dial tone.
2. Dial #22.
3. Hear confirmation tone.
4. Hang up.

Call Waiting

Call Waiting (call coming in on another appearance of your line) tells you if another call arrives while you are already making a call by providing short rings. If you hear the short rings, either end your current call or put the caller on hold.

Bridged Appearance

A bridged appearance key matches the status and operation of the Call Appearance Key on a pre-defined colleague's telephone or an extension of your telephone. Hence, you can pick-up, make and receive calls on behalf of your colleague.