





	<b>SOFTKEYS – white numbers under display</b>	
	Softkeys are buttons that change function depending on the situation. Its current function is highlighted using a keyword immediately above the button on the phone's LCD screen.	
	<b>I/com</b> - Places an intercom call to another extension.	
	<b>PIN</b> - Access your profile from another person's phone.	
	<b>Forward</b> - Press Forward key to enter extension to forward calls. Press again to deactivate Forward.	
	<b>Answer</b> - Answers incoming call.	
	<b>VMail</b> -Transfers directly to Voice Mail.	
	<b>Pickup</b> - Picks up a specific ringing extension (must be followed by entering the extension number).	
	<b>DND</b> - Do not disturb "silences" your phone. The phone will not ring at your desk. Calls go directly to forwarding conditions.	
	<b>MANAGING MULTIPLE CALLS</b>	
	Think of each Call Button as a line. Your phone is equipped with 2 lines. If a call comes in on line 1, press Call button 1 to answer the call.	
	• To access a second call:	
	<ul style="list-style-type: none"> <li>• Press the Call Button beside the icon with a "flashing bell" indicating an incoming call. This places the original call on hold.</li> <li>• A phone icon appears on the calls placed on hold.</li> <li>• To return to the original call, press the Call Button beside the phone icon.</li> <li>• If multiple calls are on hold: Scroll to see call information by using the up and down blue arrows.</li> </ul>	
	<b>Note:</b> Your phone can manage a maximum of two calls.	
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