Make a Call
1. Lift the handset.
2. Dial number, or
3. Press a programmed Speed Call key, or
4. Press the programmed Redial key.

Answer a Call
1. Lift the handset, or
   If the handset is already off hook, press the flashing line key or .

End a Call
1. Replace the handset.

Place a Call on Hold
1. Press the programmed Hold key. The LED next to the held line number will flash.

Retrieve a Call from Hold
1. Press the flashing line key.

Retrieve a Message
1. Lift the handset
2. Dial the voicemail number, or
3. Dial the programmed Message key. Follow the prompts to retrieve your message.

Transfer a Call
1. Press the programmed Transfer/Conference key, and then dial the transfer destination number.
2. Hang up when you hear ringing, or wait for an answer, announce the call, and then hang up.

Conference Calls
First call is established.
1. Press the programmed Transfer/Conference key.
2. Dial the number of the third party when you hear dial tone. Wait for an answer.
3. Press the programmed Transfer/Conference key.

Adjust Handset or Speaker Volume
1. Lift the handset
2. Press volume up or volume down repeatedly.
   Speaker volume is changed if a paging call is playing.

Adjust Ringer Volume
1. Press volume up or volume down repeatedly while ringing.