




## HOW TO PLACE A CALL

### Turning Handset On/Off

- Pick up the Handset
- Enter the number, then press **Send** soft key

### OR Using the Speakerphone

- With the Headset on-hook, press 
- Enter the number, then touch the **Send** soft key

### OR Using the Headset


- With the headset connected, press  to activate the headset mode
- Enter the number, then press the **Send** soft key

## HOW TO ANSWER A CALL

### Using the Handset

- Pick up the Handset

### OR Using the Speakerphone

- Press the ; or the **Answer** soft key

### OR Using the Headset

- Press 



## HOW TO END A CALL

### Using the Handset

- Hang up the Handset, or press the **Cancel** soft key

### OR Using the Speakerphone

- Press the ; or the **Cancel** soft key

### OR Using the Headset

- Press the **Cancel** soft key

## HOW TO PLACE A CALL ON HOLD

### To place a call on hold

- Press the **Hold** soft key during an active call

### To resume a call

- Press the **Resume** soft key

### If there is more than one call on hold

- Press or to switch between calls, then press the **Resume** soft key to retrieve the desired call



## HOW TO CREATE A CONFERENCE CALL

### To Create a Conference Call

- Press the **Conf** soft key during an active call
- Enter the extension or external number of the second party, then press the **Send** soft key
- Press the **Conf** soft key again when the second party answer. All parties are now joined in the conference
- Hang up the Handset to disconnect all parties.

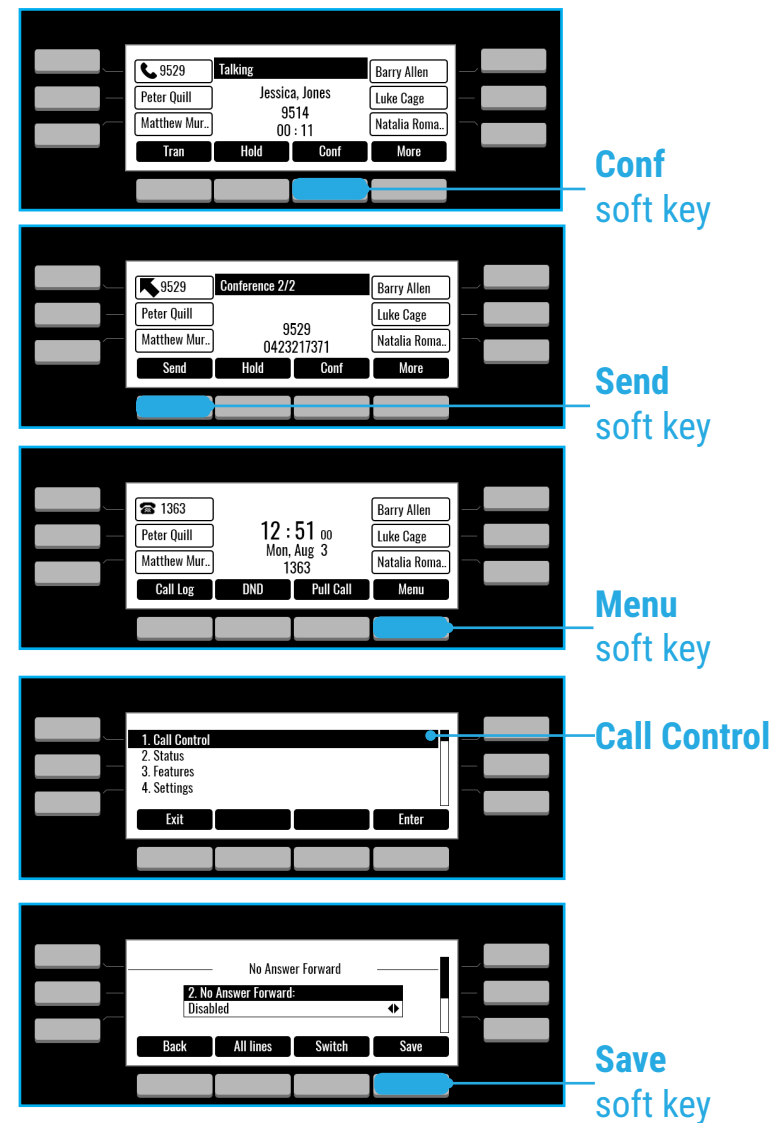
## HOW TO FORWARD A CALL

### To enable Call Forwarding

- Touch the **menu** soft key when the phone is idle and then **Call Control > Call Forward**

### Select the desired forward type: Always Forward or Busy Forward or No Answer Forward

- Enter the number you want to forward to
- For **No Answer Forward** select the ring time to wait before forwarding from the **After Ring Time** field
- Press the **Save** soft key to accept the change



## HOW TO TRANSFER A CALL

### To access the directory and a Contact

- While idle press the **Menu** soft key use the directional buttons to navigate down to the **Directory** section. Press the **Enter** soft key
- Select required directory, then press **Enter**
- Press **Option** soft key then **Add**
- Enter contact name and number
- Press the **Save** soft key to accept change

## HOW TO TRANSFER A CALL

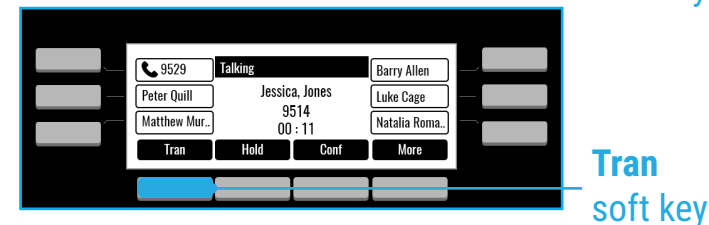
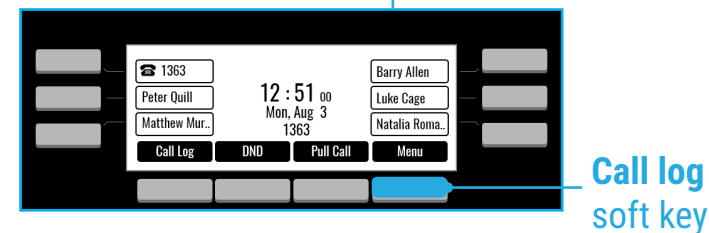
### You can transfer a call in the following ways:

#### BLIND Transfer - The call is transferred directly without the need to announce the caller

- Press **Tran** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- Press the **Tran** soft key

#### ASSISTED Transfer - Allows you to announce the caller prior to rereleasing the call

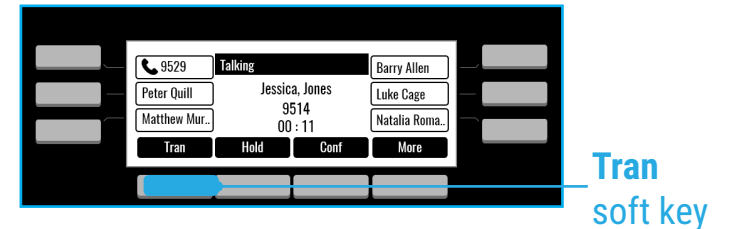
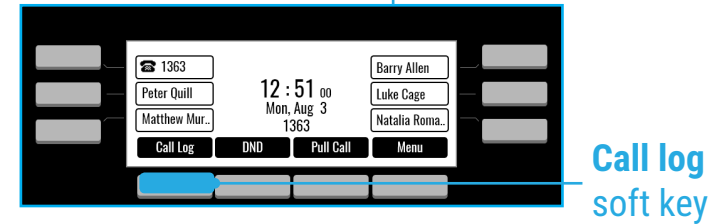
- Press **Tran** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- When the second party answers, announce the call, then press the **Tran** soft key



## CALL HISTORY

### While the phone idle

- Press the **Call Log** soft key
- Press or to switch between **all**, **placed**, **missed** and **received** call lists, then select Enter
- Select an entry from the list
- Press the **Dial** soft key to place a call
- Select **Option** soft key, then **Detail** from the prompt list to view information about the entry **OR**
- Select **Add to Personal** to add to your Local Directory



## FEATURE ACCESS CODES

These access codes allow you redirect calls on your phone as required. To use these features simply dial required feature and press send. If you are not at your phone you can alter these setting via the [smartconnect.alltel.com.au](http://smartconnect.alltel.com.au) or Communicator on your mobile.

FEATURE	TURN ON	TURN OFF
<b>New Call</b>	*72 Destination Number #	*73
<b>Call Forward Always To Voicemail</b>	*21	#21
<b>Call Forward No Answer</b>	*92 Destination Number #	*93
<b>Call Forward No Answer Rings</b>	* 610 then rings required #	
<b>Call Forward No Answer To Voicemail</b>	*41	#41
<b>Call Forward Busy</b>	*90 Destination Number #	*91
<b>Call Forward Busy to Voicemail</b>	*40	#40



**Dialpad**