




## 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 
- 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

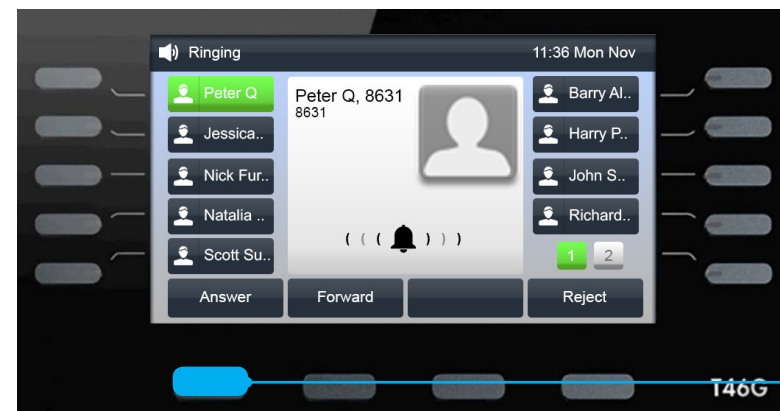
- Press the ; or the **Answer** soft key

### OR Using the Headset

- Press 



Send key



Answer key



Headset key

Speaker key

## HOW TO END A CALL

### Using the Handset

- Hang up the Handset, or press the **End Call** soft key

### OR Using the Speakerphone

- Press the ; or the **End Call** soft key

### OR Using the Headset

- Press the **End Call** soft key

## HOW TO PLACE A CALL ON HOLD

### To place a call on hold

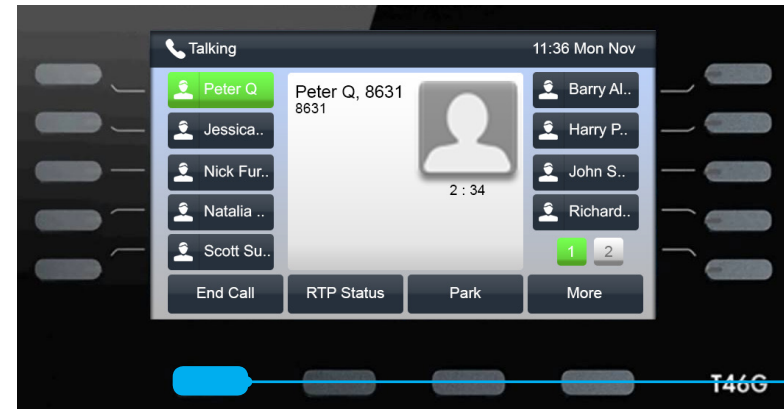
- Press or touch the **Hold** soft key during an active call

### To resume the call, do one of the following

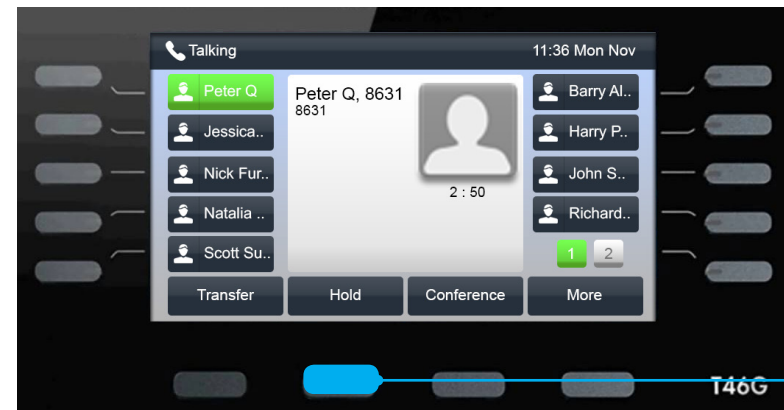
- Press or touch the **Resume** soft key

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

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



End Call key



Hold key



Hold key

Speaker key

## HOW TO CREATE A CONFERENCE CALL

### To Create a Conference Call

- Touch the **Conference** soft key during an active call
- Enter the extension or external number of the second party
- Touch the **Conference** soft key again when the second party answers. All parties are now joined in the conference
- Touch the **End Call** soft key to drop the conference call

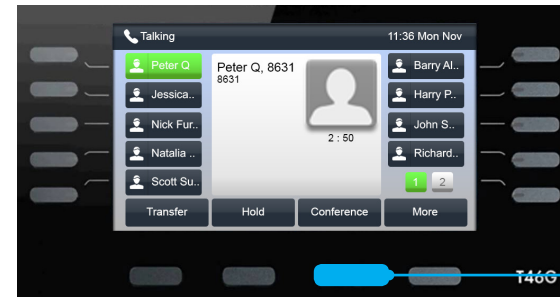
## HOW TO FORWARD A CALL

### To enable Call Forwarding

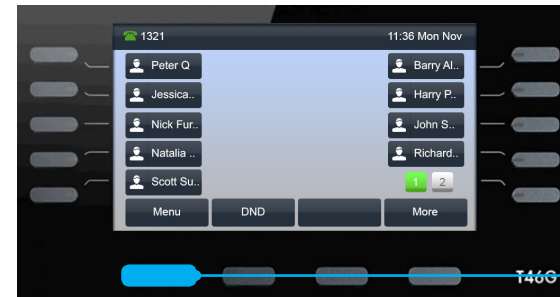
- Touch the **Menu** soft key when the phone is idle and then **Call Features > Call Control > Call Forward**
- If the **Menu** soft key isn't visible click the **More** soft key

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

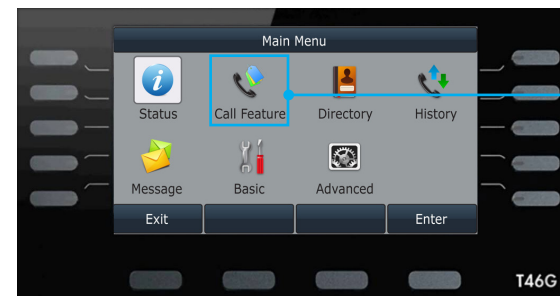
- Touch the 'on' button and enter the number to forward to
- Enter the ring time (in seconds) to wait before forwarding
- Touch the **Save** soft key to accept



Conference key



Menu key



Call Feature key

## CONTACT DIRECTORY

### To access the directory and add a Contact

- Press the key then enter the directory you require.
- To add a contact use the **arrow keys** scroll to **Add** and press OK
- Press **Option > Add > Fill Out Name and Number > Saves**

## HOW TO TRANSFER A CALL

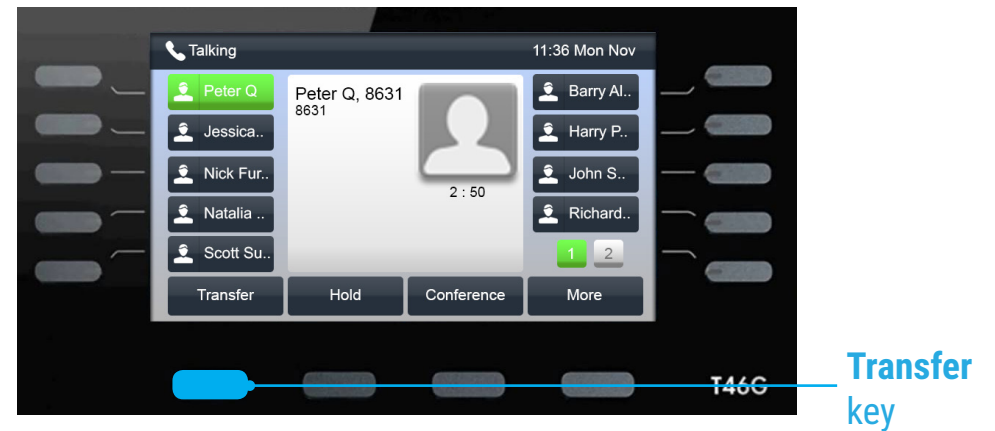
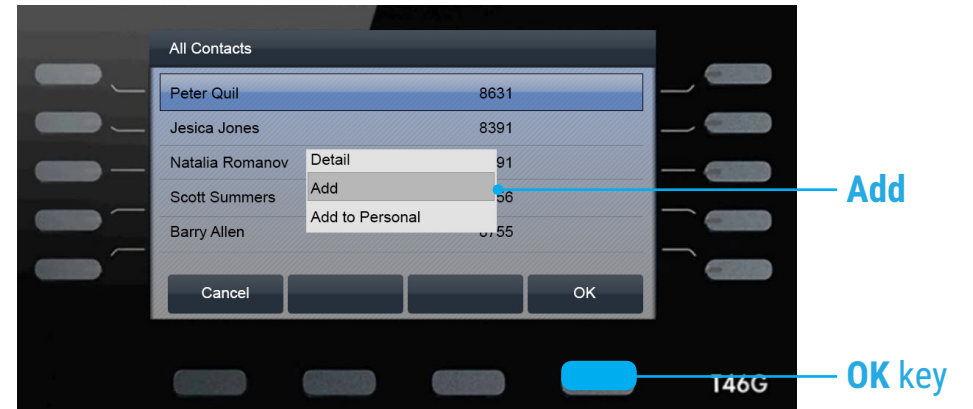
### You can transfer a call in the following ways:

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

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

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

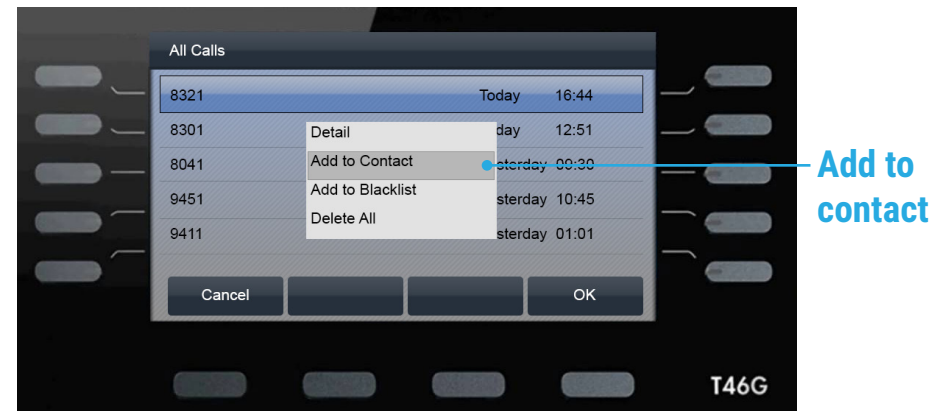
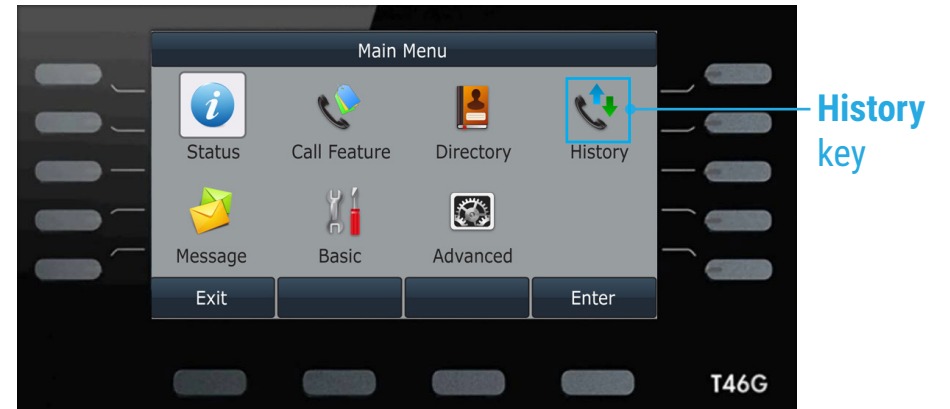
- Press the **Transfer** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- When the second party answers announce the call then the **Transfer** soft key



## CALL HISTORY

### While the phone idle

- Enter the menu screen by click the **More > Menu** soft key
- Once in the menu screen navigate using the directional buttons to the **History** icon
- Press or to scroll through the list
- Select an entry from the list
- Press the **Option** soft key, then **Detail** from the prompt list to view information about the entry **OR**
- Select **Add to Contact** 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**