Making a Call
6. Lift the handset.
5. Dial the number.
or Press a Speed Call.
or Press Redial.

Leaving a Message
1. If the message indicator is lit, Press Message.
or, if a voice mail system answers, record a message.

Retrieving a Message
2. If “Call Me Back” appears, press Yes.
1. Press Call to call the message sender.
or Press Erase to erase the message.

Placing a Call on Hold
3. Press Hold.

Retrieving a Call from Hold
4. Press the flashing line key.

Programming a Speed Call
3. Press Superkey.
2. Press No until “Personal Keys?” appears.
1. Press Yes.
4. Press a personal key.
3. Press Change.
2. Press Yes.

Transferring a Call
5. Dial the number.
6. Hang up.
or Announce the transfer and hang up.

Conferencing Calls
5. Dial the number.
4. Wait for an answer.