
Smart Start

Making a Call

- Lift the handset or press the **Speakerphone** button
- Dial the number, then **#**
- You may also pre-dial like you do with your mobile phone, then **#**

Answering a Call

- Lift the handset or press the **Speakerphone** button

Transferring a Call (Don't Use Hold)

- Press the **Transfer** button under the screen
- Dial the extension number, then **#**
- When the extension answers, announce the call
- Press the **Transfer** button again to connect the call

Setting Up Your Voicemail

- Press the **Message** button
- Enter the default password (Ask your Office or IT Manager or your default password)
- When asked, record your name, change your password (4-16 digit PIN) and record your greeting (Choose greeting **number 1**)

Placing a Call on Hold (Don't Use Hold When Transferring a Call)

- Press the **Hold** button under the screen
- To get the call back, press **Resume**

Adjusting Volume

- Use the **Plus (+)** and **Minus (-)** buttons to adjust the ring, handset or speakerphone volume
- The volume level for each will stay where you leave it

Parking and Retrieving a Call

- To Park: Press the **Park** button or dial ******* (Listen for the 7XX code)
- To Retrieve: Dial the 7XX code, then **#** (From any phone)

Picking Up a Call

- For any call pickup, dial ***36**, then **#**
(Draws a call ringing at another phone to your phone)
- For self pickup, dial ***38**, then **#**
(Draws the call from your other device to this device)

Please ask your Office or IT Manager if you need assistance

