Shortcuts
This helps you get quick access to features by pressing the shortcut keys directly without scrolling through the menu. You can press the following predefined shortcut keys to access some frequently used features when the handset is idle:

1. Press the left soft key to access the call history.
2. Press the right soft key to check the line status.
3. Press ▲ to place an internal call.
4. Press ◀ to decrease the ringer volume.
5. Press ▼ to increase the ringer volume.
6. Press ▼ to access the directory.

Call Mute
- Press ■ during a call to mute the call.
- Press ■ again to un-mute the call.

Call Hold and Resume
To place a call on hold:
Press the Options soft key during a call, and then select Hold.

To resume a call, do one of the following:
- If there is only a call on hold, press the Resume soft key.
- If there are two calls on hold, press the Resume soft key to resume the current call. Press the Swap soft key to swap between calls.
Blind Transfer
1. Press the TRA.N button
2. Enter the number you want to transfer the call to.
3. Press the Transfer soft key.

Semi-Attended Transfer
1. Press the TRA.N button
2. Enter the number you want to transfer the call to.
3. Press ↩️, 🔔 or ⏰ to dial out.
4. Press the Transfer soft key when you hear the ring-back tone.

Attended Transfer
1. Press the TRA.N button
2. Enter the number you want to transfer the call to.
3. Press ↩️, 🔔 or ⏰ to dial out.
4. Press the Transfer soft key after the call is answered.

Call Forward
To enable the call forward feature on a specific line:
1. Press the OK key to enter the main menu, and then select Call Features->Call Forward.
2. Press ▲ or ▼ to highlight the desired line, and then press the OK soft key.
3. Press ▲ or ▼ to highlight the desired forwarding type, and then press the OK soft key.
   - Always----Incoming calls are forwarded immediately.
   - Busy----Incoming calls are forwarded when the line is busy.
   - No Answer----Incoming calls are forwarded if not answered after a period of time.
4. Select Enabled from the Status field.
5. Enter the number you want to forward the incoming calls to in the Target field.
   - For No Answer Forward, press ▼ or ▲ to select the desired ring time to wait before forwarding in the After Ring Time field.
6. Press the Save soft key to accept the change.