Transferring a Call
- Press the TRAN key to place the current call on hold and access a new idle line.
- Press a speed dial or DSS key to dial the party to whom you wish to transfer the call.
- Or dial the party with the dial pad.
- You may wait until the called party answers to announce the call, or transfer it immediately after hearing ringback tone.
- Press the TRAN key again to complete the transfer.

Conferencing Calls
- Press the CONF key to place the current call on hold and access a new idle line.
- Dial the party you wish to add to the conference.
- Or press the key of a held call that you wish to add to the conference.
- After the added party answers, press the CONF key to conference all parties together.
- To remove the last party added, press the DROP key.
- To end a conference, removing you and all other parties, disconnect the call (hang up).

Call Log
- Press the CALL key, then select LOG to enter the call log.
- Or select UNANS, if it is shown in the display.
- Select UNANS (unanswered calls), ANSWD (answered calls), or OUT (outgoing) calls.
- The most recent call in the log will be displayed.
- Select BACK to view previous (older) calls.
- Press the MORE key to view the last-displayed (newer) call.
- Select DELETE to remove the call from the log.
- Select TIME to view elapsed time for answered calls; select DATE to return to the time and date display.
- Select DIAL to access an idle line and show the logged directory number in the display.
- Add any required prefixes, such as ‘9’ or ‘91’, then press the key under the displayed number to dial.

Display and Indicators
- Call states are shown by the line key indicators:
  - I-Use — steady green
  - In Use — steady red
  - I-Hold — winking green
  - On Hold — winking red
  - Ringing — flashing green

User Setup Options
- You can customize your telephone with these user options:
  - CLOCK — Time and Date
  - KEYS — Speed Dial/DSS
  - VOICE — Handset/Headset Volume
  - DIR — Call Directory
  - DISPLAY — Display Contrast
  - RING — Ringing Options
  - PASSWD — Call Log Password
- Press the SETUP key to enter Setup Mode.
- Select USER from the main menu, then select the option you want to change.
- Press the SETUP key when finished.

Call Directory
- Press the CALL key.
- Select DIR.
- Directory entries are displayed on nine screen pages, with four entries per page. The current directory page number (1-9) will be shown at the upper right of the display.
- To see a different directory page, select a page by pressing a dial pad key (1-9), or press the MORE key to cycle through the nine pages until the desired page is displayed.
- Press the key under the number you want to dial.

For the complete User Guide see: http://www.uis.harvard.edu/departmental_telecom/faculty_staffPhones/telephone_manuals.php