














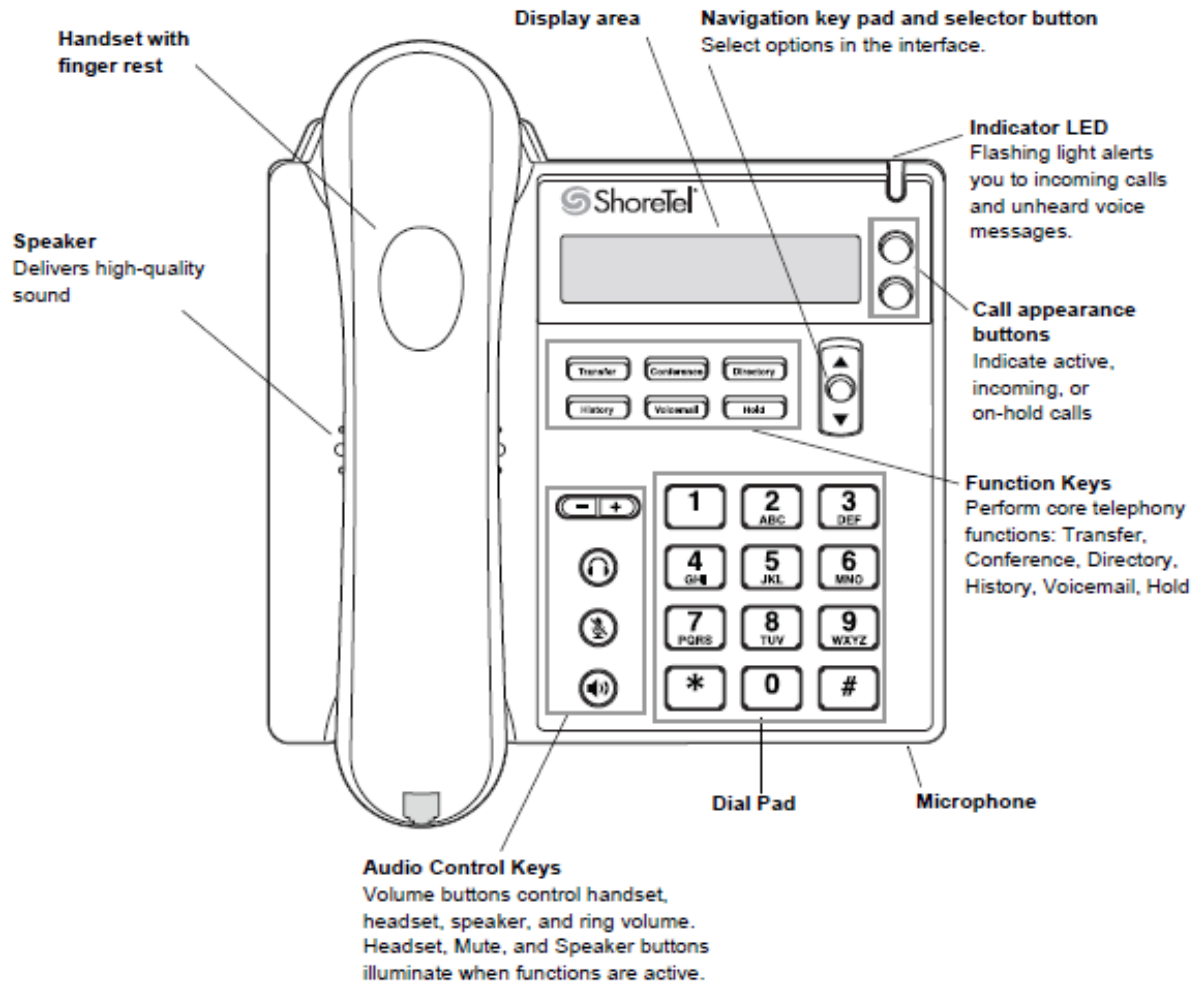








IP420

To Place an Internal Call:	Dial 3-digit extension number
To Place an External Call:	Dial 9 + Telephone number
To Retrieve Voicemail from outside of Office:	Dial the Main Number Press # Then enter your extension number Enter your password followed by #
Adjust Ring and Listen Volume: Press  for Ring Volume and when using your Handset, Speakerphone or Headset	
<p><u>TO PLACE A CALL</u></p> <ol style="list-style-type: none"> 1. Lift handset or press HANDSFREE  2. Dial 9 + the number for external calls 3. When finished, press HANDSFREE  OR, hang up handset <p><u>TO PLACE AN INTERNAL CALL</u></p> <ol style="list-style-type: none"> 1. Lift handset or press HANDSFREE  2. Dial 3-digit extension 3. When finished, press HANDSFREE  OR, hang up handset 	<p><u>TO ANSWER A CALL</u></p> <ol style="list-style-type: none"> 1. Lift handset or Press HANDSFREE  (Green light) 2. Hang up the Handset ..or.. Press HANDSFREE  <p><u>TO ANSWER AN ADDITIONAL CALL</u></p> <ol style="list-style-type: none"> 1. Another call is Ringing 2. Press flashing Call Appearance Key to answer second call (<i>FIRST</i> call is automatically put on hold)
<p><u>SEND AN INCOMING CALL TO VOICEMAIL</u> <i>Send a call directly to your Voicemail</i></p> <ol style="list-style-type: none"> 1. Call is ringing, press Voicemail Button or press # 2. Caller is sent directly to your Voicemail box 	<p><u>DIVERTING AN INCOMING CALL</u> <i>Send a call to another location, without answering</i></p> <ol style="list-style-type: none"> 1. Call is ringing 2. Press Transfer, enter extension number
<p><u>HANDSFREE</u> <i>Allows you to talk with out using handset</i></p> <ol style="list-style-type: none"> 1. Press HANDSFREE,  (Button solid GREEN) 2. Press Mute Button  (Button turns RED) 3. To Un-Mute, press the Mute Button again 	<p><u>TRANSFER</u></p> <ol style="list-style-type: none"> 1. You have a caller on the line 2. Press Transfer Button (caller is automatically put on hold) 3. Dial extension number (announce call privately) 4. Press Transfer Button ..or.. Hang Up <p> <i>Note: press  to scroll and highlight Cancel and press the Selector Button in the middle to Cancel the transfer.</i></p>
<p><u>CALLER ON HOLD</u></p> <ol style="list-style-type: none"> 1. Press Hold, (extension line will start Flashing Green) 2. Press Flashing Green line to connect back with caller <p><i>Note: If you leave the call on hold too long, the system will ring you a reminder tone in 10 seconds and then at one-minute intervals.</i></p>	<p><u>AUTOMATIC HOLD</u></p> <ol style="list-style-type: none"> 1. While on a call, hear Call Waiting Beep 2. Press Ringing Line (Flashing Green) <i>First call is automatically placed on Hold</i> 3. To return to call... Press Flashing Line

<p><u>CALL HISTORY VIEWER</u> <i>Scroll and Dial the last numbers automatically</i></p> <ol style="list-style-type: none"> 1. Press History, see the last number called 2. Use Navigation Key  to scroll and select number 3. Press Selector button in the middle to dial ..or.. Lift Handset to dial 	<p><u>CONFERENCE</u> (<i>Up to 8 Parties</i>)</p> <ol style="list-style-type: none"> 1. Call first party or have a call connected 2. Press Conference, (call is automatically placed on hold) 3. Dial the number of the next party 4. Press Conference, <i>all parties are connected</i>
<p><u>CALL PARK</u> <i>Allows a call to be picked up anywhere</i></p> <ol style="list-style-type: none"> 1. Place the caller on HOLD 2. Dial *11 3. Dial Extension Number (Call will now be removed from your phone and placed on hold on the extension you just entered) 4. To Retrieve, Dial *12 followed by extension number 	<p><u>PAGE</u> (<i>thru handsets/overhead or both</i>)</p> <ol style="list-style-type: none"> 1. Lift handset 2. Dial the page access code See you Administrator 3. When you hear tone you are connected 4. Make your announcement and hang-up the handset
<p><u>DIRECTORY</u> <i>A List of all extensions in the system</i></p> <ol style="list-style-type: none"> 1. Press Directory 2. Use Navigation Key  to scroll up or down....or.... on the Dial Pad, spell the name to locate your destination. 3. Once Entry is found, make sure it is highlighted on Display 4. Press Selector button in the middle to dial ..or.. Lift Handset to dial <p><i>Note: To close Directory, Press Directory Button again</i></p>	<p><u>CONTRAST</u></p> <p>To adjust the contrast of your display, press and hold mute button  while repeatedly pressing the volume control button  + or - to desired contrast.</p>



STATUS ICONS:

-  New Voice Mail Messages
-  Missed Calls
-  Inbound Calls (History)
-  Outbound Calls (History)
-  Transferred Calls (History)