

***Soft Keys**

The 4 keys located directly below the display are referred to as Context Soft Keys. The label and function of each key changes depending upon the available features or the active application.

****Fixed Feature Keys**

- Volume Control Bar (located below dial pad)

Used to control the volume of the handset, headset, speaker, ringer and handsfree. Increase volume by pressing the right side of the bar, decrease by pressing the left side. Adjust ringing volume while the phone is ringing.

- Line Key (blue)

Your extension number is assigned to this key. This key is used to receive incoming and outgoing calls.

- Goodbye

Disconnect a call on any active extension by pressing **Goodbye** or by hanging up the handset

Note: *Goodbye is useful when dropping off a conference call.*

- Hold

Place an active call on hold by pressing the **Hold** key. (A single buzz tone through the speaker occurs after a call has remained on hold for one minute and re-occurs at one minute intervals.

- Message Waiting Indicator

A red light indicator will light to notify you when a voice mail message has been received. To retrieve messages, press **Message** key or dial extension of voice mail.

- Message

Direct dial to voice mail

- Mute

Press the **Mute** key to speak without calling party hearing your local conversation. Press **Mute** key again to return to call. Press **Goodbye** to disconnect.

- Handsfree key (speaker)

This is the round key located to the left of the handset. Press this key to have a conversation with the calling party without lifting the handset.

- Copy

Used to copy numbers to your personal directory

- Quit

Used to end an active application such as personal directory or **Call Log**

- Call Log or Directory Log

Used to create a personal directory for easy dialing and to log incoming and outgoing calls.

- Shift

Used to scroll to the second screen

- Headset

Used to select dial tone when using a headset

- Options

Allows you to access and use the **Navigation** keys to scroll through options

- Navigation Keys

Used to scroll through options, Call Log, Directory, and to modify telephone functions