

SHORTCUT BUTTONS – here you can have frequently dialed numbers pre-programmed on your phone. If the pre-programmed numbers are internal extensions, then the light next to the button will indicate whether they're on the line or not. There are up to 3 pages (26) of these pre-programmed buttons available

OPTION BUTTONS – the action of these buttons change depending on what the phone is doing. The screen directly above the button indicates what the button will do. Sometimes it will read 'send' to call a number, or 'transfer' to pass the call to another person. These buttons can also select the 'menu' and put the phone in DND (do not disturb) mode

DND mode allows calls to be directed straight to voicemail. If you're part of an "office line" you'll all need to be on DND for the calls to go to voicemail

TRANSFERRING CALLS – when on a call select the far left option button (which will have 'transfer' on the display above it), you can then either dial the number or press the pre-programmed button for the person you wish to pass the call to. Then you can either wait for the arrows to appear on the display and hang up, or wait for an answer to announce the call before hanging up to connect the transfer

Let Pippa know if you want any numbers pre-programmed

MENU – this gives you access to the phone directory, call history, call forwarding, and messages

MESSAGE INDICATOR – this part of the screen tells you if you have any missed calls, voicemails, or text messages

HEADSET – this lights up green when the headset mode is on. This enables the headset and disables the handset

MESSAGE – this is the button to call your voicemail. You will need your voicemail PIN to access the messages

KEYPAD – there's no need to dial 9 before calling an outside line

VOLUME BUTTON – press this to adjust the ring volume when you're not on a call. Or, adjust the caller volume when you're on a call

LOUD SPEAKER BUTTON – use this to answer or make a call on speakerphone

NAVIGATION BUTTONS – these buttons are used for moving around the menu

DESK PHONE CHEAT SHEET

