Making a Call

6. Lift the handset.
5. Dial the number.
4. *or* Press a Speed Call.
3. *or* Press Redial.

Leaving a Message

1. If the message indicator is lit, press Leave a Msg.
   Or, if a voice mail system answers, record a message.

Retrieving a Message

2. Press Messaging.
2. Press Read Msg or Read Message.
2. If Call Me Back appears, press Call Me Back.
2. Press Call to call the message sender.
   *or* Press Erase Msg to erase the message.
   *or* Press Next Msg to view the next message.

Placing a Call on Hold

3. Press Hold.

Retrieving a Call from Hold

4. Press the flashing line key.

Programming a Speed Call

3. Press Superkey.
2. Press More until Feature Key or Speed Call appears.
2. Press Feature Key or Speed Call.
2. Press a personal key.
2. If Change appears, press Change and then press Speed Call.
5. Dial the number.
3. Press Save.
3. Press Superkey.

Transferring a Call

2. Press Trans/Conf.
5. Dial the number.
6. Hang up.
   *or* Announce the transfer and hang up.

Conferencing Calls

2. Press Trans/Conf.
5. Dial the number.
   *Wait for an answer.
2. Press Conference.