Labels (left side, top to bottom):
- Parking Lot (Holds per building)
- Parking Lot (Holds per building)
- Park Call (Parks on available lot)
- Teleconferencing
- Change Menu
- Voicemail
- Hang up, Cancel, Go Back
- Hold Call Locally (at phone)
- Settings
- Mute
- Volume up & Down (Adjusts what is being used at moment of press)

Labels (right side, top to bottom):
- Directory
- Touch Pad to Navigate Phone
- Do Not Disturb (will not ring)
- PA / Intercom (Calls all phones)
- Missed/Received Call List
- Call History
- Line 2 (Used to call out)
- Line 1 (Used to call out)
- Speaker Phone Button (Must be pressed twice)

Phone screen:
L1: 1011-Andy Baker
Lot 71
Lot 72
Park Call
Teleconference
1010-Lisa
8:40 am
Fri Sep 28
Voicemail   DND   Intercom

Parking Calls: Any call that you park can be picked up over any phone connected to the network, Pressing Park call will place call on any available lot

Volume Adjusting: When using the volume button, it will adjust what is current in use. EX: If using speaker phone, it will make louder or softer

Line 1 & 2: When you pick up the phone, it will automatically pick an available line. You do not need to pick out of Lines 1 &2

Voicemail: Hit voicemail button. Enter password. Select 0.

1– to record your unavailable message *

2- to record your busy message *

3– record name *

4-record temporary greeting (optional)

5-change password (optional)

To Transfer:

While on call, select Xfer button, extension, Xfer

To transfer to Voicemail:

While on call, select Xfer, * Extension, Xfer

To answer/setup virtual mailbox:

From any phone hit speaker button, then dial your extension, when talking begins hit *. Enter password. 0 gets you into the menu. From there 1, 2 , 3, and 5 need to be set.