

## DEDICATED FEATURE BUTTONS



### LINES

Incoming and outgoing calls



### SPEAKER

Accesses the listen-only, one-way Speakerphone feature.



### VOICE MESSAGE



### MUTE



### VOLUME

Adjusts the handset or ringer volume.



### HOLD

Red button used to place a call on hold.



### TRANSFER

1. Press **Transfer**.
2. Dial the number to which you want to transfer the call.
3. Press **Transfer** again to connect or wait for an answer, remain on the line, then press **Transfer** after announcing the call.



### CONFERENCE (Maximum number of parties 6)

1. Dial the first party, then press **Conference**.
2. Dial the number of the next party and wait for an answer.
3. Press **Conference** again.

Repeat Steps 1-3 for each party you want to conference in to the call.



### DROP

Ends call with a new dial tone.



### REDIAL

Redials the last number dialed from the phone.

## TO CALL

**External:** Dial 0 and then the number.

### WHEN YOU ARE OUT OF OFFICE - CALL FORWARD

Call Forward: \*21 + for ex extension or 0 + external number

Cancel CFwd: # 21

Activities: **9 2 3** + activitiescode + time or date #

*For codes see separate form, Hänvisningskoppling för IP 4602-English version*

### IN COMBINATION WITH MOBILE EXTENSION

To activate parallel ringing (EC500): \*81 extension# personal code#

To deactivate: #81 extension# personal code#

