




HOW TO PLACE A CALL

Turning Handset On/Off

- Pick up the Handset
- Enter the number, then press **Send** soft key

OR Using the Speakerphone

- With the Headset on-hook, press 
- Enter the number, then touch the **Send** soft key

OR Using the Headset

- With the headset connected, press  to activate the headset mode
- Enter the number, then press the **Send** soft key




HOW TO ANSWER A CALL


Using the Handset

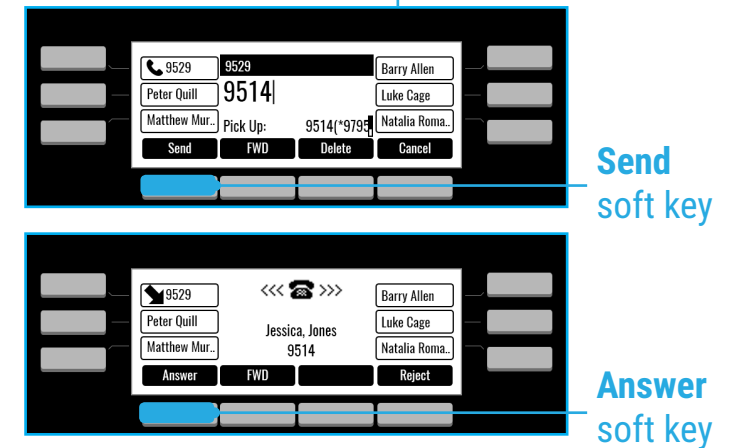
- Pick up the Handset

OR Using the Speakerphone

- Press the ; or the **Answer** soft key

OR Using the Headset

- Press 




HOW TO END A CALL

Using the Handset

- Hang up the Handset, or press the **Cancel** soft key

OR Using the Speakerphone

- Press the ; or the **Cancel** soft key

OR Using the Headset

- Press the **Cancel** soft key

HOW TO PLACE A CALL ON HOLD



To place a call on hold

- Press the **Hold** soft key during an active call

To resume a call

- Press the **Resume** soft key

If there is more than one call on hold

- Press  or  to switch between calls, then press the **Resume** soft key to retrieve the desired call



HOW TO CREATE A CONFERENCE CALL

To Create a Conference Call

- Press the **Conf** soft key during an active call
- Enter the extension or external number of the second party, then press the **Send** soft key
- Press the **Conf** soft key again when the second party answer. All parties are now joined in the conference
- Hang up the Handset to disconnect all parties.

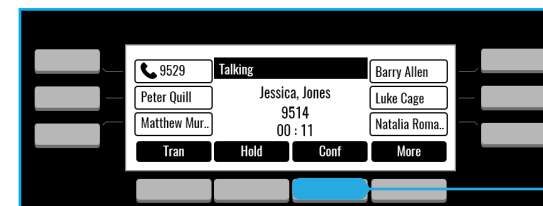
HOW TO FORWARD A CALL

To enable Call Forwarding

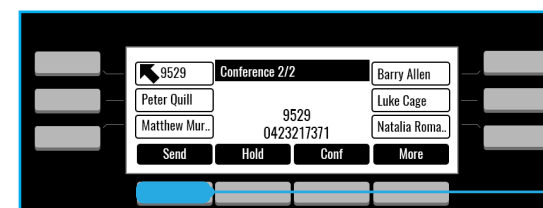
- Touch the **menu** soft key when the phone is idle and then **Call Control > Call Forward**

Select the desired forward type: Always Forward or Busy Forward or No Answer Forward

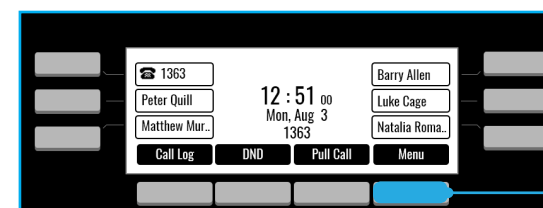
- Enter the number you want to forward to
- For **No Answer Forward** select the ring time to wait before forwarding from the **After Ring Time** field
- Press the **Save** soft key to accept the change



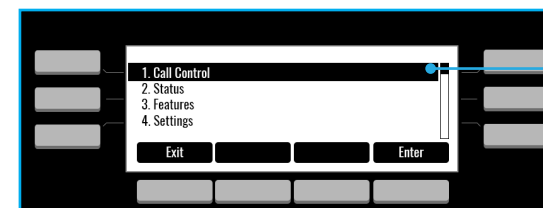
Conf
soft key



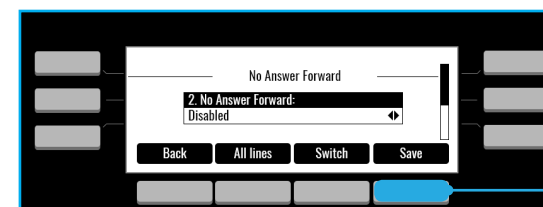
Send
soft key



Menu
soft key



Call Control



Save
soft key

HOW TO TRANSFER A CALL

To access the directory and a Contact

- While idle press the **Menu** soft key use the directional buttons to navigate down to the **Directory** section. Press the **Enter** soft key
- Select required directory, then press **Enter**
- Press **Option** soft key then **Add**
- Enter contact name and number
- Press the **Save** soft key to accept change

HOW TO TRANSFER A CALL

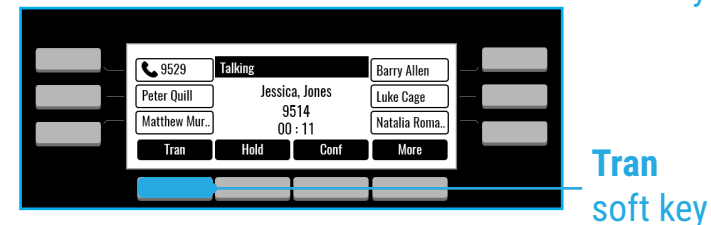
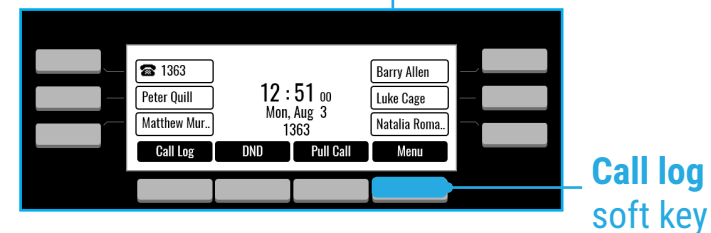
You can transfer a call in the following ways:

BLIND Transfer - The call is transferred directly without the need to announce the caller

- Press **Tran** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- Press the **Tran** soft key



ASSISTED Transfer - Allows you to announce the caller prior to rereleasing the call

- Press **Tran** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- When the second party answers, announce the call, then press the **Tran** soft key



CALL HISTORY

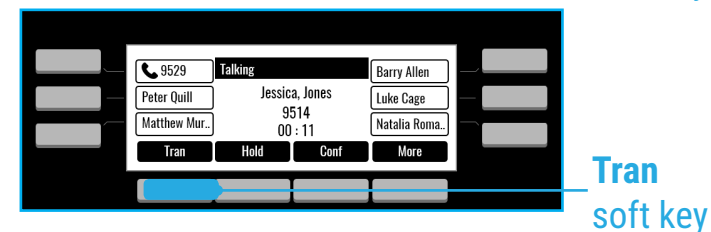
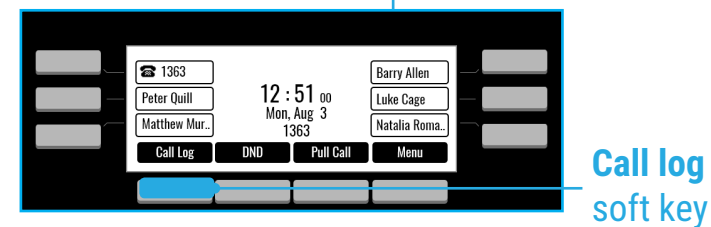
While the phone idle

- Press the **Call Log** soft key
- Press  or  to switch between **all**, **placed**, **missed** and **received** call lists, then select Enter
- Select an entry from the list
- Press the **Dial** soft key to place a call
- Select **Option** soft key, then **Detail** from the prompt list to view information about the entry **OR**
- Select **Add to Personal** to add to your Local Directory

PARK A CALL

While on a call

- Press the Park button on the screen of the phone
- The system will announce the park orbit number
- Pick up the call from any phone by dialing the park orbit number



FEATURE ACCESS CODES

These are quick access features using the star code features of the phone system. Note for a complete list of star codes visit <https://help.vantact.com>.

Some features require additional parameters.

FEATURE	TURN ON	TURN OFF
Forward All Calls	*71	*72
Do Not Disturb	*78	*79
Block Caller ID	*67	*68
Go to Voicemail	*97	
Call Park	*86	
Move call to cellphone	*52	
Call ext cellphone	*00 + ext #	

