



Location

Business Hours

Headquarters 43705 US Hwy 63 PO Box 67

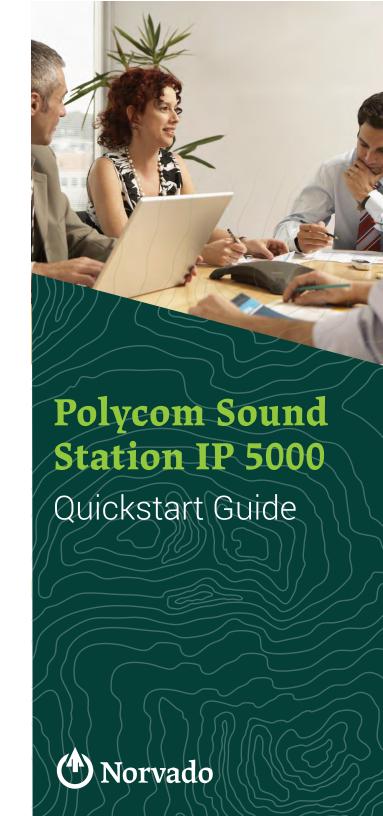
Cable, WI 54821

Monday-Friday 8am-4:30pm Saturday Closed Sunday Closed

Headquarters 715-798-3303
Toll Free 800-250-8927
Technical Support 800-420-4384

Fax Number 715-798-3044





Basic Phone Features

Placing Calls

Press 6 , enter the phone number, and then press the Send soft key.

Answering Calls

Press the **Answer** soft key. To ignore an incoming call, press the **Reject** soft key.

Ending Calls

During a call, press 6 or the **End Call** soft key.

Redialing Numbers

To call the last number you dialed, press



Muting the Microphone

During a call, press . The console LEDs will glow red.

You can hear all other parties while Mute is enabled. The other parties cannot hear you.

To turn off Mute, press again.

Holding and Resuming Calls

During a call, press the Hold soft key. The console LEDs will blink red. To resume the call. press the **Resume** soft key.

Transferring Calls

- 1. During a call, press the **Trnsfer** soft key. The active call is placed on hold.
- 2. Enter the number of the party to which you want to transfer the call, and then press the Send soft key. To cancel the transfer before the call connects, press the Cancel soft key. The original call resumes.
- 3. When you hear the ring-back sound, or after you speak with the second party, press the Trnsfer soft key.

You can automatically transfer the call without speaking to the second party. After you complete step 1, press the **Blind** soft key. Then, complete step 2.

Forwarding Calls

TO ENABLE CALL FORWARDING:

From the idle screen, press the **Forward** soft key. Select the forwarding type you want to enable:

Always—To forward all incoming calls.

No Answer—To forward all unanswered incoming calls.

Busy-To forward calls that arrive when you are already in a call.

Enter a number to forward calls to. For **No Answer**. enter the number of rings before forwarding. Press the **Enable** soft key.

TO DISABLE CALL FORWARDING:

From the idle screen, press the **Forward** soft key. Select the forwarding type you want to disable. Press the **Disable** soft key.

Using Do Not Disturb

To prevent your phone from ringing, enable **Do Not Disturb**. Press , and then select **Features > Do Not** Disturb.

VISIT NORVADOSUPPORT.COM FOR ADDITIONAL RESOURCES.