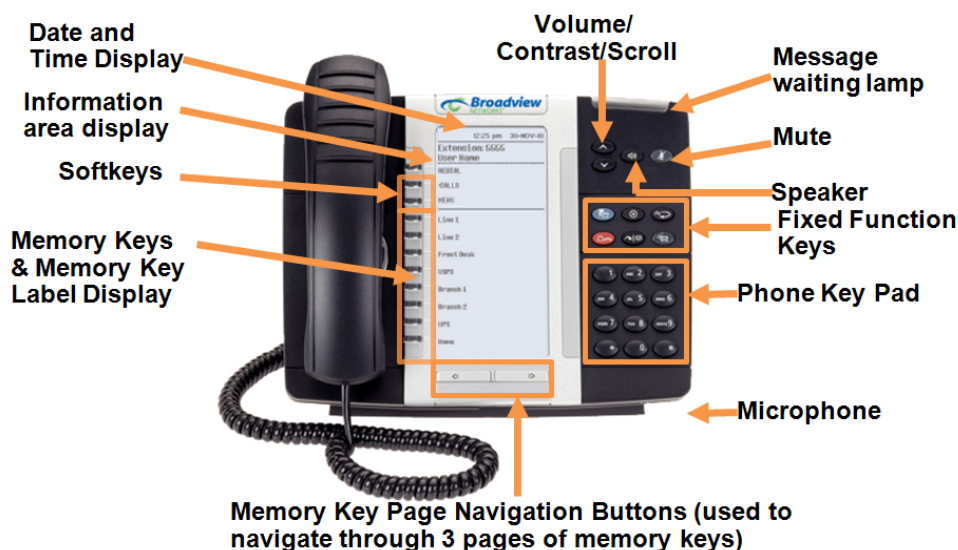


















Backlit LCD 24-Key Phone Quick Reference Guide



Fixed Function Key Legend			
	Settings key - allows the user to set the contrast text size and brightness of the display	Hold key - puts current call on hold	
	Cancel key - cancels current action	Transfer and Conference key - pressing once starts transfer, twice starts conference	
	Redial key - displays list of recently dialed calls. This key can also be used to dial from a displayed list	Message key - Accesses your voicemail	

Make a call 1. Lift the Handset, or press a Line Appearance memory key, or press the  function key. 2. Dial the number from the keypad. - or - Press a speed dial memory key.	Place a call on Hold While on a call press the  function key.
	Retrieve a call from Hold Press the flashing Line Appearance memory key.
Make a call using Redial 1. Press the  function key (or the REDIAL softkey), then: 2. Choose the number by scrolling through the list with the Arrow keys. 3. Press the DIAL softkey.	Transfer a call While on a call: 1. Press the  function key (or the TRANSFER softkey). 2. Dial the number. 3. Press the  function key (or the TRANSFER softkey) and hang up. - or - Announce the call, press the  function key (or the TRANSFER softkey) and hang up.
Make a call using the Directory 1. Press the MENU softkey 2. Press the DIRECTORY softkey. 3. Enter the first letter of the name using the keypad. 4. Use the Arrow keys to find the name. 5. Press the DIAL softkey.	Make a three way call While on a call: 1. Press the  function key twice (or the CONFERENCE softkey once). 2. Dial the second number. 3. Announce the call. 4. Press the  function key once (or the CONFERENCE softkey) to join the parties.
Mute a call While on a call, press the  function key to toggle between turning off and on the microphone.	Retrieve a message Press the  function key. Follow the voice instructions.

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For additional instructions, go to <http://officesuite.broadviewnet.com/>, log in and click Help; or visit the OfficeSuite Customer Information Center at <http://www.broadviewnet.com/CustomerCenter/OfficeSuite.asp>. If you still have questions, email us at OfficeSuiteSupport@BroadviewNet.com or call 1.888.623 VOIP (8647).

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