# Quick Reference Guide
# *Cordless Phone (model A510)*

## Making Calls

1. Enter the phone number using the handset's keypad.

2. **Briefly** press the **Talk** button.
   ***Note***: *No dial tone is available if the **Talk** button is pressed prior to entering a phone number.*

## Receiving Calls

1. Press the **Talk** button.

## Transferring Calls

1. During an active call press **ExtCall**.

2. Dial the phone number you wish to transfer the call to then press the **Talk** button.

3. When the recipient answers you can communicate with them, then press the **R** button on your phone's keypad to complete the transfer.

## Hold and Resume Calls

**To put a call on Hold:**

1. Press the **INT** button on the phone's keypad
   *The caller will go on hold and will hear the music.*

**To resume a call on Hold:**

1. Press the **Back** softkey to retrieve the call.

# Forward Calls *(to another phone number)*

You can forward all your calls to another phone number so that when someone calls you, their call automatically forwards through to the forwarded number.

1. Press the **Menu** softkey.

2. Press the down control on the navigation pad then select **Select Services**.

3. Press the **OK** softkey.

4. Press the down control on the navigation pad then select **Call Divert**.

5. Press the **OK** softkey.

6. Press the down control on the navigation pad then select your extension number.

7. Press the **OK** softkey.

8. Press the right control on the navigation pad to set **Status** to **On**.

9. Press the **Send** softkey

10. Press the down control on the navigation pad then select **Phone number**.

11. Enter the phone number you wish to forward your calls to.

12. Press the **Send** softkey.


# Forward Calls (*to handsets with the same extension number*)

You can forward calls to another handset that has the same the extension number as yours.

1. Whoever answered the call (Phone 1) press the **INT** softkey.
   *This will place the call on hold.*

2. Phone 1 - press the **OK** softkey.
   *All handset with the same extension number will ring.*

3. Whoever wishes to answer the call (Phone 2) should press **Accept Call** to answer the incoming call.

4. Phone 1 – press the **Conf** softkey.
   *This will forward the call.*

5. Phone 1 - hang up.


# Redial

1. Press the **Talk** button briefly then press the down control on the navigation pad to select a number to redial.

   **Or**

2. Press the **Redial** softkey then press the down control on the navigation pad to select a number to redial.

   *Note*:  The last number dialled will display first.