430 Quick Reference Guide

- **Full Display Set with Interactive Functionality**
- **Speakerphone with Handsfree Dialing**
- **12 line keys – Used as extensions, features, or speed dials**

Hold Key –

1. Press **Hold** to place party on Hold.
2. To Retrieve call from **Hold**, press blinking line key.

Speaker Key – When using the handset, to switch to speakerphone:

1. Press **Speaker**.
2. Hang up handset.

Microphone Key – For Speakerphone Only:

1. When lit, Microphone is active
2. When not lit, Microphone is off (you can hear them, but they cannot hear you)

Volume Control Keys-

1. Adjust the *display contrast* when the phone is idle
2. Adjust the *speakerphone volume* when speakerphone is active
3. Adjust the *handset volume* when the handset is off-hook
4. Adjust the *ringer volume* when the phone is ringing

Trans/Conf Key- appears in Display once call is established

To Transfer with Screening (announcing call):

1. Press Trans/Conf.
2. Dial extension
3. Stay on the line and announce call
4. Hang up

To Blind Transfer:

1. Press Trans/Conf.
2. Dial extension
3. Hang up immediately

To Conference:

1. Establish phone call
2. Press **Trans/Conf.**
3. Dial internal (or 9 + external) number
4. When party answers, press **Trans/Conf.** Again

Superkey - Offers various features (programming speed dial keys, adjust ringer tone, etc.)

To access features: press **Superkey**

To return to main menu: press **Superkey** again

To Retrieve a Call Holding at another Extension:

1. Dial _____
2. Dial the extension number where the call is holding

To Pick up a Call Ringing at another Extension:

1. Lift the handset
2. Press the PICK-UP soft key
3. Dial the number of the ringing extension

To Program a Speed Call Key:

1. Press the SUPERKEY
2. Press MORE
3. Press SPEED CALL
4. Follow the instructional Prompts on the Display