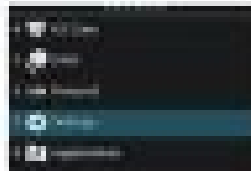


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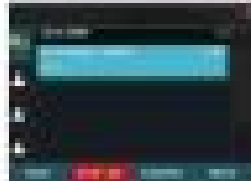
MAIN MENU SCREEN

Displays menu options for settings and device information. Available anytime.



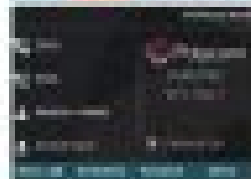
CALLS SCREEN

Displays all active and held calls. Available when you have an active or held call in progress.



LINE SCREEN

Displays phone lines, line status, and conditional soft keys. Available anytime.



SWITCH AMONG PHONE SCREENS

You can view any screen on your phone from other screens.

Re-switch between screens

- Press **[M]** to view the main menu, lines, or calls screen.

PLACE CALLS

You can only have one active call in progress on your phone.

Place an outgoing call

- Pick up the handset, press **[M]** or **[H]**, enter the phone number and press **[Send]**.

- Enter the phone number, press **[M]** and pick up the handset, or press **[M]** or **[H]**.
- Press the line key, enter the phone number, and select **[Send]**.
- Select **[New Call]**, enter the phone number, and press **[Send]**.

ANSWER CALLS

You can answer calls using the handset, speakerphone, or a headset.

To answer a call, do one of the following:

- To answer with the speakerphone, press **[S]** or press the **[Answer]** soft key.
- To answer with the handset, pick up the handset.
- To answer with a headset, press **[H]**.

END CALLS

You can only end active calls. To end a held call, you must resume the call first.

To end an active call

- Replace the handset in the cradle, press **[M]** or **[H]**, or press the **[End Call]** soft key.

To end a held call

- Highlight the held call and press **[Resume]**.
- Press **[End Call]**.



HOLD AND RESUME CALLS

You can have multiple calls on hold and resume a call at any time.

To hold a call

- Highlight the call and press the **[Hold]** soft key or press **[H]**.

To resume a call

- Highlight the call and press the **[Resume]** soft key or press **[R]**.

TRANSFER CALLS

You can transfer calls to any contact.

To transfer a call

- Press and hold the **[Transfer]** soft key or press **[T]**.
- Choose **[Blind]** or **[Consultative]**.
- Dial a number or choose a contact. If you choose **[Blind]**, the call is transferred immediately. If you choose **[Consultative]**, press the **[Transfer]** soft key or press **[T]** after speaking with your contact.

FORWARD CALLS

You can forward an incoming call to a contact or forward all incoming calls to a contact.

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**University of Colorado Boulder. Office
of Telecommunication Services**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the text box.

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web teach children how to write an effective report with this template and powerpoint pack you can use this how to write a report template and powerpoint to introduce your year 3 6 students to the purpose structure and process of writing reports plus it includes lots of ideas to help your class think of great ways of report writing

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web this powerpoint presentation includes 8 themed prompts from which students can choose a specific subject to write about each of the prompt slides also includes some thinking points for students to consider and use to help structure their information report

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web this powerpoint presentation has been designed to teach your students about the text structure and language features of informative writing it addresses the following content an overview of the purpose and types of informative texts

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web to meet the purpose of the information report the writer can make certain language choices these choices can be highlighted and made explicit to the students see example language features docx 24 54kb note not every word or choice needs to be highlighted for example in the mentor text there are many nouns

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web this powerpoint is a helpful tool to teach the use of spidergrams when organising and locating information before writing an information report if you d like to encourage children to assess their own report work have a look at our report writing checklist

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web from the first research project in grade school to more complex reports assigned in middle or high school report writing is a process that some students struggle to master whether it s about a book historical topic scientific inquiry activity or another type of report students can divide the assignment into

what is a report information report structure twinkl - Jun 21 2022

web for example this report writing frame is a great starting point for kids who need a bit of structure to support them while writing their first report it s a report template with spaces for the report title introduction a couple of subheadings and space for a picture or diagram

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