



Handset

Handset with speaker and microphone

1

Navigational Keys

Navigate through your phone menu: left, right, top, bottom. Use the ✓ to select the required option or X to cancel

2

Keypad

Enter numbers or characters before or during a call

3

Mute

Blocks your voice from the caller. Press again to unmute

4

12

Do Not Disturb (DND)

Automatically reject incoming calls, sending caller's a busy tone

11

Function Keys

Customisable buttons, usually to access users or phone functions

10

Message

Listen to voicemail messages

9

Directory

For saved entries with several associated phone numbers and names

8

Settings

Access call, time, network, volume, audio and other settings

7

Transfer

Initiates a call transfer

6

Hold

Places an active call on hold

5

Audio Control Keys

Adjust volume, activate speakerphone or headset

Handling Calls

Making Calls

- Handset:
 - Lift the handset off the cradle, Enter the phone number, press
 - OR Enter the phone number and pick up the handset.
- Speakerphone:
 - If the green LED of the key is lit, press to turn off headset mode.
 - With the handset in the cradle, enter the phone number. Press
- Headset:
 - If the green LED of the key is NOT lit, press to turn on headset mode.
 - Enter the phone number. Press

Answering Calls

- Handset
 - Lift the handset off the cradle
- Speakerphone:
 - Press
- Headset:
 - Press

Ending Calls

- Place the handset in the cradle or press

Call History

- Press **Call History**. Press / to select **All**, **Missed**, **Received**, or **Dialed calls**.
- Press / to select a call.
- Press to dial the number of the selected call.
- Press **Delete** to delete the selected call.
- Press **Clear** to delete the entire list.
- Press **Sort** to sort the calls.
- Press **Details** to show details of the selected call. Press **Add Contact** to add the call to the Directory

Conference Calls

- Setting up the Conference Call
 - Call the first Party.
 - Put the call on hold.
 - Call the second party.
 - Press **Conference**. The conference is established, and the Conference screen appears.
- Select a Party
 - Press **Right** or **Left** to select a party in the conference
 - Press **Left** to select the Conference screen.
- Putting a party on hold
 - Select the conference screen and press **Hold** or
 - The other party becomes an active call
 - To restart the conference, press **Conference**
- Ending the conference
 - Select a party or the Conference screen
 - Press

Call Forwarding

- Press and select **Call Features > Call Forwarding**.
- Select **Forward All**, **Forward when Busy**, or **Forward after Timeout**.
- Select **Enable Forwarding**, and Press to switch between **On** or **Off**.
- Select **Target** and enter the phone number to forward calls.
- For **Forward after Timeout**, enter the **Wait Time** (in seconds) before forwarding the call.

Do Not Disturb

- Press to turn Do Not Disturb on or off. While on, the symbol appears at top of the screen.

Transferring Calls

There are two ways to transfer a call:

- **Attended transfer** - Call the destination party first, and announce the call before making the transfer.
- **Blind transfer** - Transfer the call to the destination party without announcing the call.
- Attended transfer:
 - Put all calls on hold.
 - Dial a number and press
 - When the party answers, announce the call.
 - If you have more than one call on hold, press **Right** or **Left** until the call you want to transfer is displayed.
 - Press **Transfer** or , then press
- Blind Transfer
 - Press **Transfer** or
 - Dial a number and press

Phone Directory

- Press **Directory** or To select an entry, press / OR enter the first letter of a name.
- Press **Sort** to sort entries. Press / to select a sort option and press
- Press **Delete** to delete the selected entry.
- Press **Details** to display the selected entry. Press **Dial** to dial the number of the entry.
- Press **Add Contact** to add an entry. Enter the information and press **Save**.
- Press **Edit** to edit an entry. Enter the information and press **Save**.

Voicemail

- Press to call your voicemail retrieval number. When you have a new message, the red LED of the key is lit and the symbol appears at top of the screen.