



### 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

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### Do Not Disturb (DND)

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

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### Function Keys

8 keys around the display with LEDs are the programmable function keys

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### Function Keys F1- F4

Customisable buttons, usually to access users or phone functions

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### 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.
- Selecting a party
  - Press **Right** or **Left** to select a party in the conference
  - Press **Left** to select the Conference screen.
- Putting one 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.