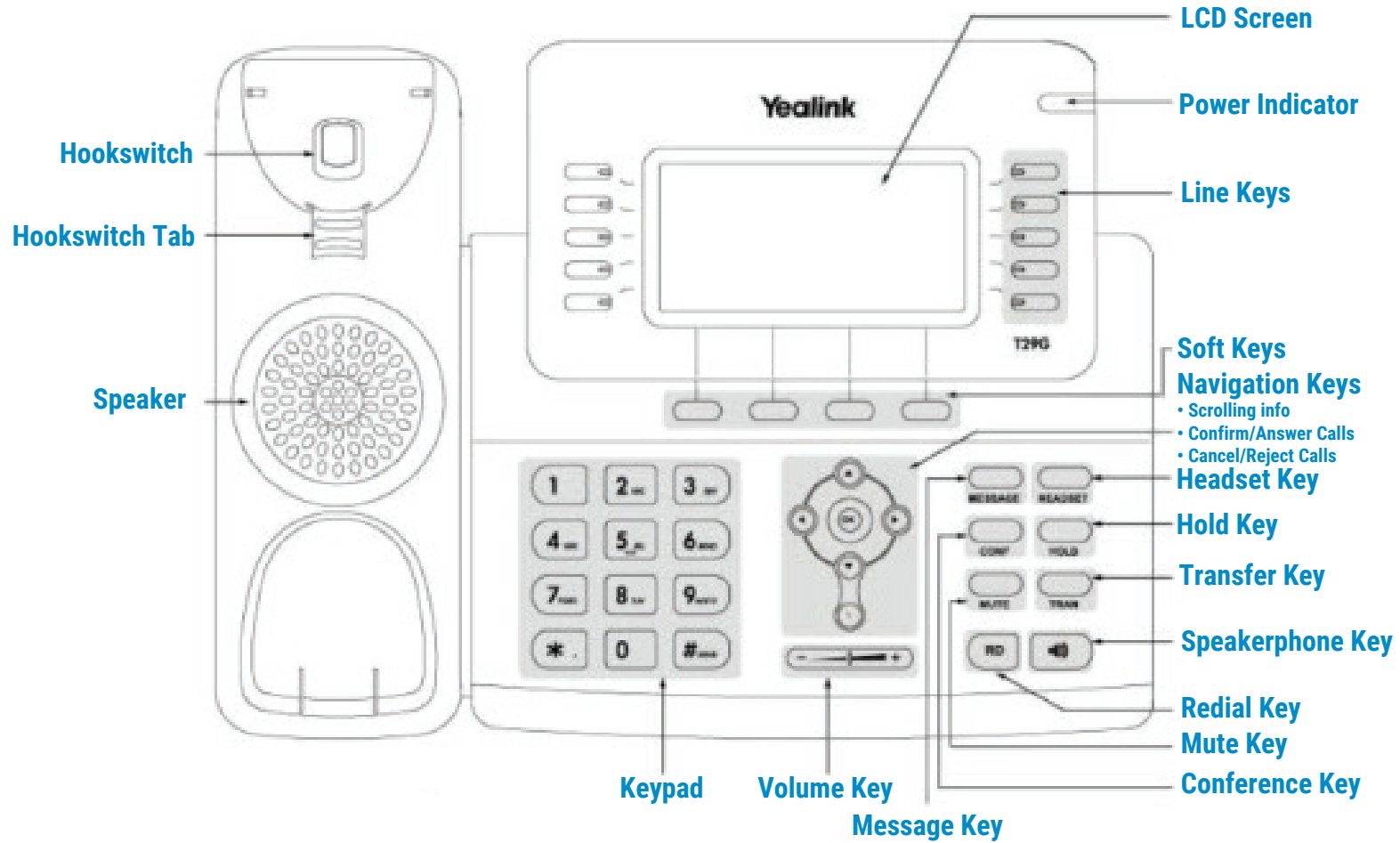


## Layout and Features




## PLACING A CALL

### Using the Handset

- Pick up the Handset
- Enter the number, then press **Send** soft key

### Using the Speakerphone

- With the handset on-hook, press 
- Enter the number, then press the **Send** soft key

### Using the Headset

- With the headset connected, press  to activate the headset mode
- Enter the number, then press the **Send** soft key

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the HEADSET key, the Speakerphone key or by picking up the handset. Headset mode requires a headset connected.

## ANSWERING A CALL

### Using the Handset

- Pick up the Handset

### Using the Speakerphone

- Press the **Speakerphone** key.

### Using the Headset

- Press the **Headset** key.

Note: You can reject an incoming call by pressing the **Reject** soft key.




## ENDING A CALL

### Using the Handset

- Hang up the Handset, or press the **EndCall** soft key


### Using the Speakerphone

- Press the ; or the **EndCall** soft key

### OR Using the Headset

- Press the **EndCall** soft key

## REDIAL

- Press **Redial** key to enter the **Placed Calls** list, press  or  to select the desired entry, and then press **Redial** key or the **Send** soft key.

## CALL MUTE AND UNMUTE

- Press the **Mute** key to mute the microphone during a call.
- Press the **Mute** key again to un-mute the call.



## CALL HOLD AND RESUME



### To place a call on hold

- Press the **Hold** key or the **Hold** soft key during an active call.

### To resume the call, do one of the following:

- If there is only one call on hold, press the **Hold** key or the **Resume** soft key.

### If there is more than one call on hold

- Press  or  to select the desired call, then press the **Hold** key or the **Resume** soft key.



## CALL TRANSFER

You can transfer a call in the following ways:

### Blind Transfer

- Press the **Transfer** key or the **Transfer** soft key during a call. The call is placed on hold.
- Enter the number you want to transfer to.
- Press the **Transfer** key or the **B Transfer** soft key.

### Semi-Attended Transfer

- Press the **Transfer** key or the **Transfer** soft key during a call. The call is placed on hold.
- Enter the number you want to transfer to, and then press the **Send** soft key.
- Press the **Transfer** key or the **Transfer** soft key when you hear the ring-back tone.

### Attended Transfer

- Press the **Transfer** key or the **Transfer** soft key during a call. The call is placed on hold.
- Enter the number you want to transfer to, and then press the **Send** soft key.
- Press the **Transfer** key or the **Transfer** soft key when the second party answers.



## CALL FORWARD

### To enable call forward

- Press the **Menu** soft key when the phone is idle and then **Features > Call Forward**
- Select the desired forward type:
  - Always Forward** - Incoming calls are forwarded unconditionally.
  - Busy Forward** - Incoming calls are forwarded when the phone is busy.
  - No Answer Forward** - Incoming calls are forwarded if not answered after a period of time.
- Enter the number you want to forward to. For **No Answer Forward**, press ◀ or ▶ to select the desired ring time to wait before forwarding from the **After Ring Time** field.
- Press the **Save** soft key to accept the change.

## CALL CONFERENCE

### Call Conference

- Press the **Conference** key or the **Conference** soft key during an active call. The call is placed on hold.
- Enter the number of the second party, and then press the **Send** soft key.
- Press the **Conference** key or the **Conference** soft key again when the second party answers. All parties are now joined in the conference.
- Press the **EndCall** soft key to disconnect all parties.

Note: You can split the conference call into two individual calls by pressing the **Split** soft key.



## SPEED DIAL

### To configure a speed dial key:

- Press the **Menu** soft key when the phone is idle, and then select **Features->DSS Keys**.
- Select the desired DSS key, and then press the **Enter** soft key.
- Select **SpeedDial** from the **Type** field, select the desired line from the **Account ID** field, enter a label in the **Label** field and then enter the number in the **Value** field.
- Press the **Save** soft key to accept the change.

### To use the speed dial key:

- Press the speed dial key to dial out the preset number.

## VOICE MESSAGE

- Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red and the **MESSAGE** key LED lights up.



### To listen to voice messages:

- Press the **Message** key or the **Connect** soft key.
- Follow the voice prompts to listen to your voice messages.



## CUSTOMIZING YOUR PHONE

### Call History

- Press the **History** soft key when the phone is idle
- Press  or  to scroll through the list.
- Select an entry from the list, you can do the following:
  - Press the **Send** soft key to call the entry
  - Press the **Delete** soft key to delete the entry from the list
- If you press the **Option** soft key, you can also do the following:
  - Select **Detail** to view detailed information about the entry.
  - Select **Add to Contact** to add the entry to the local directory.
  - Select **Add to Blacklist** to add the entry to the blacklist.
  - Select **Delete All** to delete all entries from the list.

### Contact Directory - Adding a contact



- To add a contact, press the **Dir** soft key when the phone is idle, then select **All Contacts**.
- Press the **Add** soft key to add a contact.
- Enter a unique contact name in the **Name** field, and enter the phone number in the proper field.
- Press the **Add** soft key to accept the change.







## CUSTOMIZING YOUR PHONE

### Contact Directory - Editing a contact




- Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
- Press  or  keys to select the desired entry, press the **Option** soft key and then select **Detail**.
- Edit the contact information.
- Press the **Save** soft key to accept the change.

### Contact Directory - Deleting a contact





- Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
- Press  or  keys to select the desired entry, press the **Option** soft key and then select **Delete**.
- Press the **OK** soft key when the LCD screen prompts "Delete selected item?".

Note: You can add contacts from call history easily. For more information, refer to Call History above.

### Volume Adjustment

- Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press  when the phone is idle or ringing to adjust the ringer volume.
- Press  to adjust the media volume in the corresponding screen.

### Ring Tones

- Press the **Menu** soft key when the phone is idle, and then select **Settings->Basic Settings->Sound->Ring Tones**.
- Press  or  to select **Common** or the desired account and then press the **Enter** soft key.
- Press  or  to select the desired ring tone.
- Press the **Save** soft key to accept the change.

