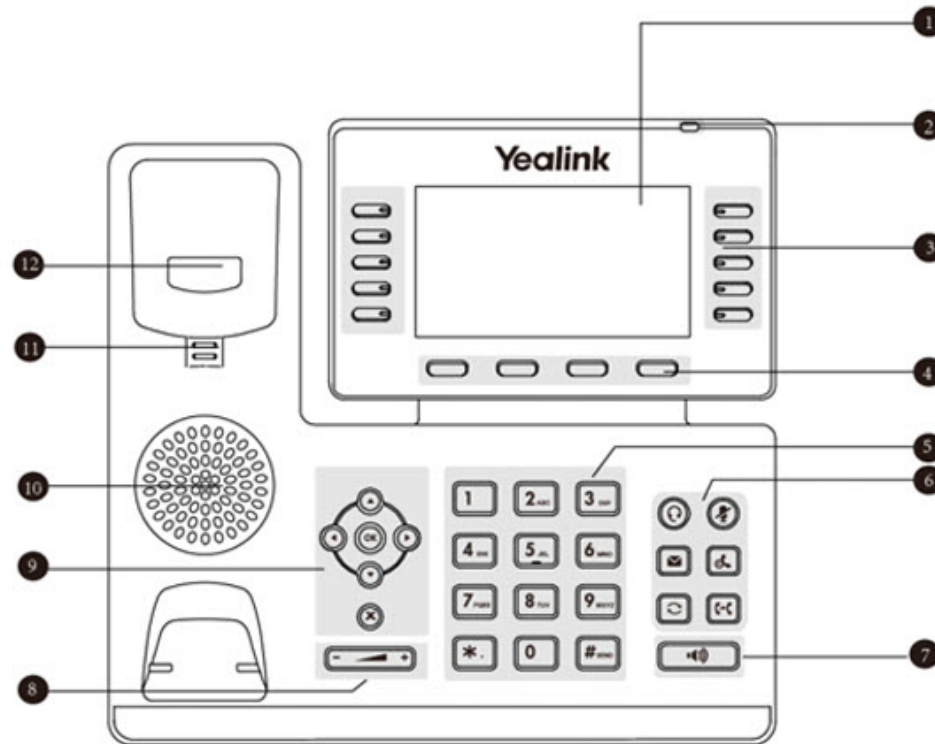



Layout and Features



- 1• LCD Screen
- 2• Power Indicator LED
- 3• Line Keys
- 4• Soft Keys
- 5• Keypad


- 6• HEADSET Key/ MUTE Key/ MESSAGE Key/HOLD Key/REDIAL Key/TRANSFER Key
- 7• Speakerphone Key
- 8• Volume Key
- 9• 
- 10• Speaker
- 11• Reversible Tab
- 12• Hookswitch

PLACING A CALL

Using the Handset

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

Using the Speakerphone

- With the Headset on-hook, press 
- Enter the number, then touch 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 connected headset.

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



CALL HOLD AND RESUME



To place a call on hold

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

To resume a call

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

If there is more than one call on hold

- Press  or  to switch between calls, then press 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** 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** soft key again when the second party answers. All parties are now joined in the conference.
- Press the **End Call** 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.



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 **Dir** 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 **Dir** 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** key to accept the change.

