


Place Calls


Using handset:

1. Pick up handset.
2. Enter number.
3. Press **Send** soft key.

Using speakerphone:

1. With the handset on-hook, press .
2. Enter number.
3. Press **Send** soft key.

Using the headset:

1. With the headset connected, press  to activate headset mode.
2. Enter number.
3. Press **Send** soft key.

NOTE: May alternate between modes during calls.

Answer Calls

Using handset:

- Pick up handset.

Using speakerphone:

- Press .

Using the headset:


- Press .

End Calls

Using handset:

- Place handset on cradle or press **End Call** soft key.

Using speakerphone:


- Press  or press **End Call** soft key.

Using the headset:

- Press **End Call** soft key.

Hold and Resume Calls

Place call on hold:

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

Resume when one call is on hold:

- Press  or **Resume** soft key.

Resume when more than one call is on hold:



1. Press  or  to select desired call.
2. Press  or **Resume** soft key.

Mute/Unmute Calls




- Press  to **Mute** and again to **Unmute**.

Call Transfer

Blind Transfer



1. Press  or **Transfer** soft key during an active call.
 - Call is placed on hold.
2. Enter destination number.
3. Press  or **Transfer** soft key.
 - Call is immediately transferred; number of originating call will display on caller id.

Consultative Transfer

1. Press  or **Transfer** soft key during an active call.
 - Call is placed on hold.
2. Enter destination number.
3. Press .
4. Press  or **Transfer** soft key after speaking to contact.
 - Call transfers after speaking to contact; caller id will display number of transfer location.

Call Forward

To enable call forward:

1. Press **Menu** soft key when phone is idle
2. Select **Features > Call Forward**.
3. Select desired forward type:
 - Call Forward Always: All calls will be forwarded.
 - Busy: Calls forward when line in busy.
 - No Answer: Calls forward after specified time.
4. Enter destination number.
 - **No Answer Forward**, press  or  to select amount of time to wait before forwarding from **After Ring Time** field.
5. Press **Save** soft key to accept change.
6. **Optional** Call Forward Always: Enter *72 > Send > Enter Destination number followed by #. To **disable**: Call *73.



Call Conference

1. Press **Conference** soft key during an active call.
 - Call is placed on hold.
2. Enter number of second party.
3. Press **Send** soft key.
4. Press **Conference** soft key again when second party answers.
 - All parties are now joined in the conference.
5. Press **End Call** soft key to disconnect all parties.





Split conference call into two separate calls:

- Press Split soft key.

Call History

1. Press **History** soft key when phone is idle.
2. Press  or  to scroll through list.
3. Select an entry from the list:
 - Press **Send** soft key to call the entry.
 - Press **Delete** soft key to delete entry from list.
 - Press **Option** soft key to perform the following:
 - Select **Detail** to view detailed information.
 - Select **Add to Contact** to add to local the directory.
 - Select **Add to Blacklist** to add entry to the blacklist.
 - Select **Delete All** to delete all entries from the list.


Set Ring Tones

1. Press **Menu** soft key when phone is idle.
2. Select **Basic > Sound > Ring Tones**.
3. Press  or  to select **Common** or desired account.
4. Press **Enter** soft key.
5. Press  or  to select ring tone.
6. Press **Save** soft key to accept the change.



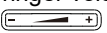
Listen to Voicemail

Message waiting indicator on idle screen indicates there are one or more voice unheard messages. The power indicator LED slowly flashes red.






To listen to voice messages:

1. Press  **Connect** soft key, or dial *62.
2. Follow voice prompts.

Volume Adjustment

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

Redial

1. Press  to enter **Placed Calls** list
2. Press  or  to select desired entry.
3. Press  or **Send** soft key.
4. Press  twice to recall last dialed number.