

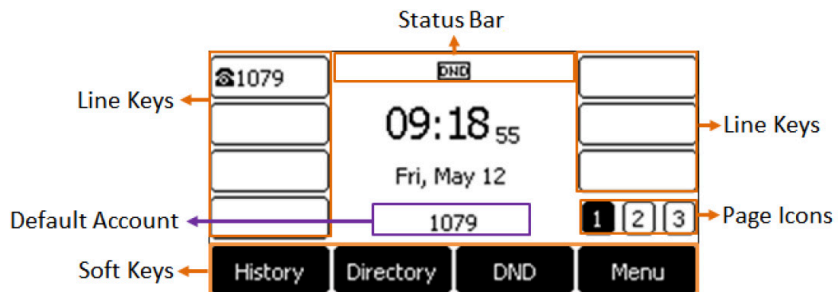


Phone Screen

Status Bar: Status icons are displayed when features are activated.

Line Keys: Access your phone lines and features.

Soft Keys: Access the function displayed on the screen above the soft keys. The soft keys change depending on what you are doing at the time.




Placing a Call

Using the Handset:

1. Pick up the handset.
2. Enter the number, and then press the **Send** soft key.

Using the Speakerphone:

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

Using the Headset:

1. With the headset connected, press  to activate the headset mode.
2. Enter the number, and 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:

1. Pick up the handset.

Using the Speakerphone:

1. With the handset on-hook, press 
2. Enter the number, and then press the Send soft key.

Using the Headset:

Press 

Ending a Call

Using the Handset:

1. Hang up the handset or press the **End Call** soft key.




Using the Speakerphone:

1. Press or the **End Call** soft key.

Using the Headset:

1. Press the **End Call** soft key.


Redial

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

Press twice when the phone is idle to dial out the last dialed number.

Call Mute and Un-Mute

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  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  or the **Resume** soft key.

If there is more than one call on hold, press  or  to select the desired call, and then press  or the **Resume** soft key.

Call Transfer

You can transfer a call in the following ways:

Blind Transfer

1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press the **B Transfer** soft key.



Attended Transfer

1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press **Send**.
3. Press the **Transfer** soft key when the second party answers.

Call Forward

To Enable Call Forward:

1. Press the **Menu** soft key when the phone is idle, and then select **Features --> Call Forward**.
2. 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.
3. 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.
4. Press the **Save** soft key to accept the change.

Call Conference

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

Speed Dial

To Configure a Speed Dial Key:

1. Press the **Menu** soft key when the phone is idle, and then select **Features --> DSS keys**.
2. Select the desired DSS key, and then press the **Enter** soft key.
3. Select **Speed Dial** 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.
4. 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:

1. Press 
2. Follow the voice prompts to listen to your voice messages.

Customizing Your Phone

Call History:

1. Press the **History** soft key when the phone is idle, press or
2. 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 Contacts** 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



To Add a Contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press the **Save** soft key to accept the change.

To Edit a Contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press  or  to select the desired contact, press the **Option** soft key, then select **Detail** from the prompt list.
3. Edit the contact information.
4. Press the **Save** soft key to accept the change.

To Delete a Contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Delete** from the prompt list.
3. 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** on page 4.





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

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