

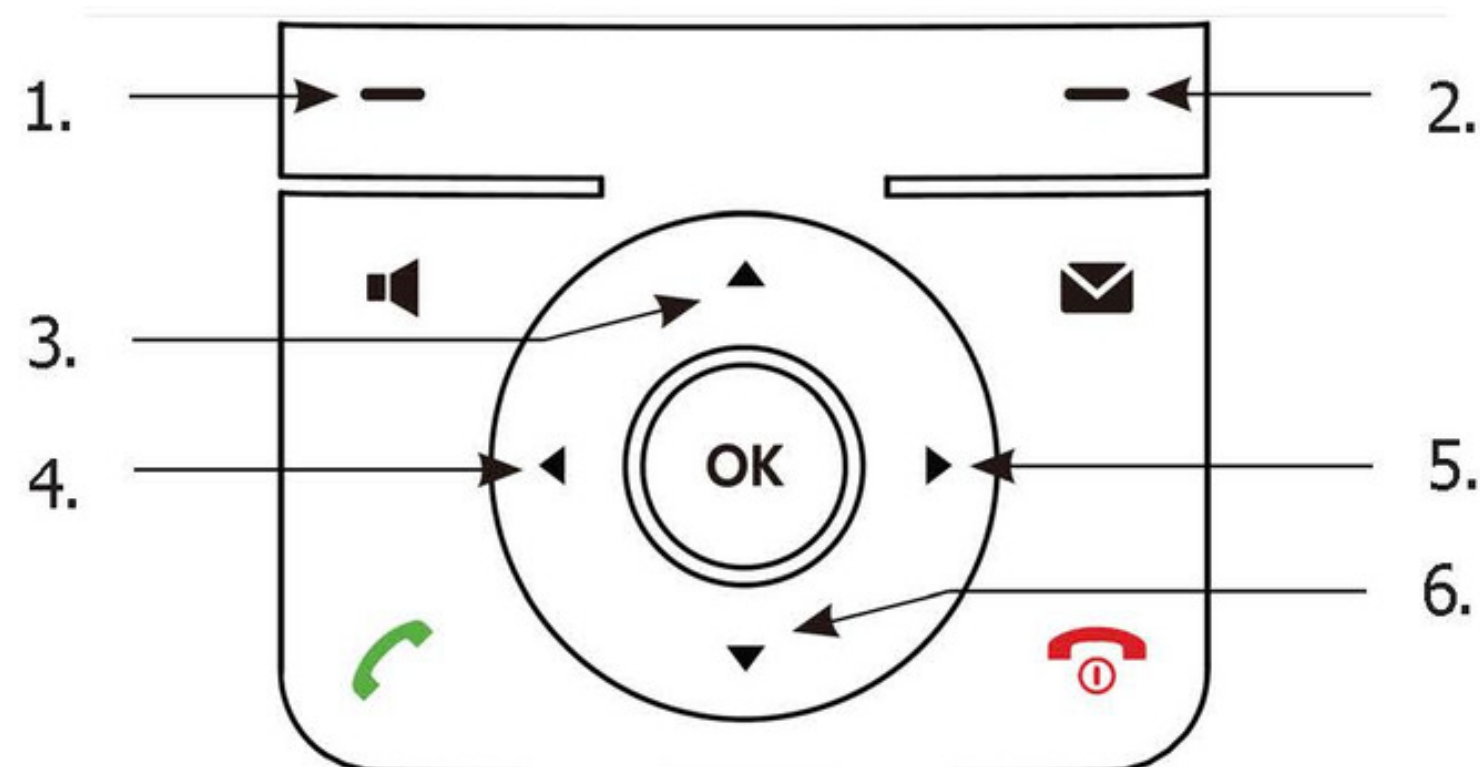


Basic Operations

Shortcuts:


Shortcut keys help you quickly access frequently used phone features. Check the default shortcut keys below:

1. Press the left soft key to access the call history.
2. Press the right soft key to check the line status.
3. Press ▲ to place an internal call.
4. Press ◀ to decrease the ringer volume.
5. Press ▶ to increase the ringer volume.
6. Press ▼ to access the directory




Turning Handset On/Off



To turn the handset on, do one of the following:

- Press  , then the LCD screen lights up.
- Place the handset in the charger cradle. The handset will be turned on automatically.



To turn the handset off:

- Long press  to turn the handset off.

Locking/Unlocking Keypad





- Long press  when the handset is idle to lock the keypad.
- Long press  again to unlock the keypad.

Silent Mode





- Long press  when the handset is idle to switch the silent mode to On.
- Long press  again to switch the silent mode to Off.

Handset Settings

Volume Adjustment

- Press  or  when the handset is idle or ringing to adjust the ringer volume.
- Press  or  during a call to adjust the receiver volume of the speakerphone, earpiece, or earphone.

Ring Tones

1. Press the **OK** key to enter the main menu, and then select **Settings -> Audio -> Ring Tones -> Melodies**.
2. Press  or  to highlight the **Intercom Call** option or the desired line.
3. Press  or  to select the desired ringtone.
4. Press the Save soft key to accept the change.

Local Directory

To add a contact:

1. Press the OK key to enter the main menu, and then select Directory.
2. Press the Options soft key, and then select New Contact.
3. Enter the desired value in the Name, Office, Mobile and Other field, respectively.
4. Press the Save soft key to accept the change.

To edit a contact:

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press **▲** or **▼** to highlight the desired entry.
3. Press the Options soft key, and then select **Edit**.
4. Edit the desired value in the **Name**, **Office**, **Mobile** and **Other** field, respectively.
5. Press the **Save** soft key to accept the change.

To delete a contact:

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press **▲** or **▼** to highlight the desired entry.
3. Press the **Options** soft key, and then select **Delete** to delete the selected entry.


To assign a speed dial number:

1. Press the **OK** key to enter the main menu, and then select **Settings -> Telephony -> Speed Dial**.
2. Press **▲** or **▼** to highlight the desired digit key, and then press the **Assign** soft key.
3. Press **▲** or **▼** to highlight the desired entry, and then press the **OK** soft key.
4. If both the office number and mobile number are stored, press **▲** or **▼** to highlight the desired number, and then press the **OK** soft key again.




Basic Call Features

Placing Calls






To place a call directly:





1. Do one of the following:
 - Enter the desired number when the handset is idle.
 - Press  to enter the pre-dialing screen.
 - Enter the desired number using the keypad.

If there are multiple lines assigned to your handset as outgoing lines, press the Line soft key to select the desired line. If you do not select a line, the handset uses the default outgoing line to dial out.





2. Press , , or  to dial out

To place a call from the local directory:






1. Press  when the handset is idle.
2. Press  or  to highlight the desired entry, and then press  or  to dial out using the default line.

If multiple numbers for the contact are stored, press  or  to highlight the desired number, and then press  or  again to dial out using the default line.

To place a call from the call history:

1. Press the **History** soft key when the handset is idle, and then select the desired call history list.
2. Press  or  to highlight the desired entry, and then press  or  to dial out using the default line.

To place a call from the redial list:



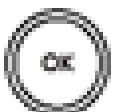
1. Press  when the handset is idle.
2. Press  or  to highlight the desired entry, and then press  or .


To place a call using the speed dial key:

Long press the speed dial key to call the preset number directly.

Answering Calls

To answer a call, do one of the following:

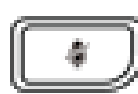

- Press the **Accept** soft key.
- Press .
- Press .
- Press .

*Note: You can ignore an incoming call by pressing the **Silence** soft key or reject an incoming call by pressing .*

Ending Calls

Press .

Call Mute

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

Call Hold and Resume

To place a call on hold:

Press the **Options** soft key during a call, and then select **Hold**.

To resume a call, do one of the following:

- If there is only a call on hold, press the **Resume** soft key.
- If there are two calls on hold, press the **Resume** soft key to resume the current call.
Press the **Swap** soft key to swap between calls.




Call Transfer

You can transfer a call in the following ways:




Blind Transfer

1. Press the **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press the **Transfer** soft key.

Semi-Attended Transfer

1. Press the **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press  ,  , or  to dial out.
4. Press the Transfer soft key when you hear the ring-back tone.

Attended Transfer

1. Press the **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press  ,  , or  to dial out.
4. Press the Transfer soft key when you hear the ring-back tone.

Call Forward

To enable the call forward feature on a specific line:

1. Press the **OK** key to enter the main menu, and then select **Call Features -> Call Forward**.
2. Press **▲** or **▼** to highlight the desired line, and then press the **OK** soft key.
3. Press **▲** or **▼** to highlight the desired forwarding type, and then press the **OK** soft key

Always-----Incoming calls are forwarded immediately.

Busy-----Incoming calls are forwarded when the line is busy

No Answer-----Incoming calls are forwarded if not answer after a period of time.

4. Select **Enabled** from the **Status** field.
5. Enter the number you want to forward the incoming calls to in the Target field.
For **No Answer Forward**, press **▲** or **▼** to select the desired ring time to wait before forwarding in the **After Ring Time** field.
6. Press the **Save** soft key to accept the change.