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TELEPHONE OVERVIEW

MESSAGE LIGHT (top right corner)	**The Message Light** • Displays a flashing red light to indicate an incoming call and a solid red light to indicate a voice mail message.
YOUR PHONE DISPLAY	**Your Phone Display Contains the Following Information** • Displays information such as date, time, soft key labels, and menu items. ◆ If there is a scroll bar or a line indicator at the right of the phone display, use the Up and Down Arrow keys to scroll up and down.
SOFT KEYS	**The Soft keys** • Displays screen-specific commands.
NAVIGATION WHEEL AND THE OK BUTTON	**Up and Down Navigation Arrows** • Use the Up and Down Navigation Arrows to scroll through lists. **Right and Left Navigation Arrows** • Use the Right and Left Navigation Arrows when required. **OK Button** • Selects the function assigned to the left soft key.
PHONE BUTTON	**The Phone Button** • Displays the phone main screen.
MAIN MENU BUTTON	**The Main Menu Button** • Displays the menu options, features and other phone settings.
CONTACTS BUTTON	**The Contacts Button** • Displays the entries in your contact list.
RECENTS (CALL HISTORY) BUTTON	**The Recents (Call History) Button** • Displays all call history list.
VOLUME BUTTON	**The Volume Button** • Increases or decreases the volume of the handset, headset or speaker when you are on a call. Adjusts the ringer volume when you are not on a call.
HEADSET BUTTON	**The Headset Button** • Activates and deactivates the headset.
ENVELOPE BUTTON	**The Envelope (Voice Mail) Button** • Provides access to the voice mail system.
SPEAKER BUTTON	**The Speaker Button** • Activates and deactivates the speakerphone. • You can also lift the handset to deactivate the speakerphone.

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MUTE BUTTON	**The Mute Button** • Mutes and unmutes the microphone. Prevents the other person on the line from hearing you. 1. Press the **Mute** button. The other party cannot hear you. ◆ *The Mute button is illuminated when you press mute.* 2. To reinstate two-way conversation, press the **Mute** button again.
MAKING A CALL	**To Make a Call** 1. Lift the **Handset,** press the **Speaker** button or press the **New Call** soft key**.** 2. Press the digits on the dial pad. ◆ **For outside calls, dial [9] followed by the number.** ◆ **For internal calls, dial the [5]-digit number.** ◆ *The phone initiates the call when the inter-digit timer times out (when the dial mode is set to Auto).* 3. Press the **Call** soft key (if required).
ANSWERING A CALL	When you receive a call, the phone generates audio/visual alerts and displays the name or number of the incoming call. **To Answer an Incoming Call, Do One of the Following:** • Lift the **Handset**, press the **Headset** button, press the **Speaker** button, press the **OK** button, press the **Answer** soft key or press the Ignore soft key.
ANSWERING A CALL WHEN ON ANOTHER CALL	When you receive another call while you are on a call, the phone will ring once. You will then receive a visual alert (the line will flash) for the duration of the call. **To Answer a Call when on Another Call** • To answer the second call, press the **Answer** soft key or press the **OK** button. ◆ *The phone puts the first call on hold and moves to the second call.*
ENDING A CALL	**To End a Call** • Hang up the **Handset**. • If using the speakerphone, press the **Speaker** button or press the **End Call** soft key.
HOLD	**To Place a Call on Hold** • To put an active call on hold, press the **Hold** soft key. ◆ *The green light will flash.* **To Resume the Held Call** • To resume the call, press the **Resume** soft key or press the **OK** button.
TRANSFER Sends a call from your extension to another extension.	**To Transfer a Call (Now/Talk Option)** 1. While active on a call, press the **Transfer** soft key on the bottom of the display. ◆ *The call is automatically put on hold and the second line becomes active.* 2. Dial the **Destination Number (extension)** to which you want to transfer the call. 3. Press the **Call** soft key. 4. Press the **Now** soft key to transfer the call without announcing the caller. **OR** Press the **Talk** soft key to transfer the call with announcing the caller. 5. Hang up or press the **Complete** soft key on the bottom or the display to complete the transfer. ◆ *If you press a wrong key while dialing, press the **Backspace** soft key.* ◆ *To stop the transfer and return to the caller, press the **Cancel** soft key.*

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CONFERENCE Allows you to conference up to 6 parties including yourself on one call.	**To Make a Conference Call** 1. While on an active call (from the Phone screen), press the **Conf** soft key (or the **More** soft key if needed). ◆ *The phone puts the existing call on hold.* 2. Dial the number of third participant. 3. Press the **Call** soft key. ◆ *The third participant answers the call.* 4. Press the **Join** soft key. 5. To add another person, press the **Add** soft key and repeat steps 2-4.
DO NOT DISTURB Immediately sends all your calls to your coverage path.	**To Activate and Deactivate Do Not Disturb** 1. Use the **Navigation Arrows (Arrow Down)** to locate the **Do Not Disturb** feature. 2. Press the line button next to **Do Not Disturb** to activate the feature. ◆ *You may hear a ring-ping tone from your voice terminal as each call is forwarded.* 3. Press the line button next to **Do Not Disturb** again to deactivate the feature.
CALL FORWARD Temporarily forwards all your calls to another extension or number. Remember to add (9) plus (1) to an external number.	**To Activate Call Forward** 1. Use the **Navigation Arrows (Arrow Down)** to locate the **Call Forward** feature. 2. Press the line button next to **Call Forward**. 3. Dial the extension number where calls are to be forwarded. 4. Press the **Enter** soft key. ◆ *The Call Forward button light is now green.* **To Deactivate Call Forward** 1. Use the **Navigation Arrows (Arrow Down)** to locate the **Call Forward** feature. 2. Press the line button next to **Call Forward** to deactivate the feature. ◆ *The Call Forward button light is now red.*
CALL PARK and UNPARK Puts a call on hold at your extension for retrieval at any extension.	**To Park a Call on Your Own Extension** 1. Use the **Navigation Arrows (Arrow Down)** to locate the **Call Park** feature. 2. Press the line button next to **Call Park**. 3. Wait for confirmation tone. 4. Hang up. ◆ *The Call Park button light is now green.* **To Retrieving a Parked Call** 1. Use the **Navigation Arrows (Arrow Down)** to locate the **Unpark Call** feature. 2. Press the line button next to **Unpark**. 3. Dial the extension number where the call was parked. ◆ *You are connected to the parked caller and the light on the Call Park line button turns red.* ◆ *If you receive intercept tone, the parked call has been disconnected or retrieved by someone else.*
CONTACTS You can save a maximum of 250 contacts.	**To Add a New Contact** 1. If there is no contact in the contacts list, press **Contacts >New** or press **Main Menu > Applications >Contacts >New**. OR If there is at least one contact in the contacts list, press **Contacts >More >New** or press **Main Menu > Applications >Contacts >More >New**. 2. Use the dial pad to enter the name. • Press the number key that corresponds to the letter or number that you want to enter. • If the characters are on the same key, pause before entering the next character. • To enter a space, press [0]. • Enter the remaining letters or numbers. • To enter a symbol, press **More >Symbol**. Use the navigation arrows to highlight the symbol that you want to enter and press **Insert**.

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CONTACTS (Continued)

- To delete the last character, press the **Bksp** soft key.

3. Enter the number.

   Note: The contact number can include uppercase and lowercase letters, numbers 0-9, and special symbols, such as comma (,), plus (+), and dot (.).

4. Press **Save**.

To View the Contact Details

You can make a call, edit or delete a contact from the details (must have at least 1 contact in the contacts list).

1. Press **Contacts** or press **Main Menu >Applications >Contacts**.
2. Use the **Up** and **Down Arrows** to **select** the contact you want to view.
3. Press **Details**.
   - To call a contact, press **Call**.
   - To edit a contact, press **Edit**.
   - To delete a contact, press **Delete**.

   Note: You may need to press the **More** soft key to see all options.

To Make a Call from the Local Contacts List

1. Press **Main Menu >Contacts**.
2. Press the **Search** soft key.
3. Press the digits on the dial pad that correspond to the letters of the name of the person you want to call. For example, press 764 to search for someone whose name is Smith.
4. Press either the **Call** soft key or the **OK** soft key to start a call to the selected number.

RECENTS / CALL HISTORY

To View the Call History Details

1. Press **Recents** or press **Main Menu >Applications >Recents**.
2. Use the **Up** and **Down Arrow** keys to **select** the number that you want to view.
3. Press **Details**.
   - ◆ *The phone displays the details of the selected call such as incoming call icon, outgoing call icon or missed call icon, name, extension number, time, date, and duration.*

To Add an Entry from Call History to your Contacts List

1. Press **Recents** or press **Main Menu > Applications >Recents**.
2. Use the **Up** and **Down Arrow** keys to **select** the entry you want to add to your Contacts list.
3. Press the **+Contacts** button.
4. Edit name and telephone number, if necessary.
5. Press the **Save** soft key.

To Make a Call from Call History

1. Press **Recents** or press **Main Menu > Applications >Recents**.
2. Use the **Up** and **Down Arrow** keys to **select** the number that you want to call.
3. Press either the **Call** soft key or press the **OK** soft key.

To Delete a Call Record from Call History

1. Press **Recents** or press **Main Menu > Applications >Recents**.
2. Use the **Up** and **Down Arrow** keys to **select** the number that you want to delete.
3. Press **Details**.
4. Press **Delete**.
5. Select one of the following when the phone prompts for confirmation:
   - **Delete**: To delete a call record from the call history.
   - **Cancel**: To cancel and return to the previous menu.

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RECENTS / CALL HISTORY (Continued)

To Clear the Call History Menu

1. Press **Recents** or press **Main Menu > Applications >Recents**.
2. Press **Delete (All)**.
3. Press **Recent (All Calls Screen)**.
4. Select one of the following when the phone prompts for confirmation:
   - **Delete**: To delete "all call records" from the call history.
   - **Cancel**: To cancel and return to the previous menu.

CALL SETTINGS

To Adjust the Brightness of a Phone Screen.

1. Press **Main Menu >Settings >Display**.
2. Select **Brightness**.
3. Use the **Left** and **Right Arrow** keys to **increase** or **decrease** the brightness. Press **Save or Back**.

To Set a Personalized Ring Tone

1. Press **Main Menu >Settings >Audio**.
2. Use the **Down Arrow** key to scroll to **Personalized Ringing** and press **Select**.
3. Scroll to **Primary** (or Bridged Call Appearance, Call Pickup or Team Key) and press **Select**.
4. Use the **Up** and **Down Arrows** to review a ring type and press **Play**.
5. Press **Select** to choose the required ring tone**.** Press **Save**.

To Change the Background Image

1. Press **Main Menu >Settings >Display >Background**.
2. Scroll down to the new image.
3. (Optional) Press **Preview** to preview the image, and then press **Dismiss**.
4. Press **Select** to choose the image**.** Press **Save**.

Turning Error Tones "On" and "Off"

1. Press **Main Menu >Settings >Audio**.
2. Use the **Down Arrow** key to go to the **Error Tones** screen.
3. Press **Toggle** to turn error tones "on" or "off." Press **Save**.

To Customize a Phone Key/Button (Label or Move a Button)

1. Press **Main Menu >Settings >Phone**.
2. Use the **Down Arrow** key to select **Phone Keys Customization**.
3. Press **Customize Key**.
4. Use the **Navigation** keys to select the **line key/button**.
5. To relabel a button, press the **Relabel** soft key and type the name of the label. Press the **OK** button.

OR

5. To move a button, press the **Move** soft key. Use the **Navigation Arrows** to move the selected line key.
   - *If the new location is empty, press **Select**.*
   - *If the new location is already assigned a key, press **Swap**.*

To Label an Add-On Module Key/Button

1. Press the **Edit** button on the bottom of the module.
2. Press the **LED** button of the item you wish to relabel.
3. Remove the old information and type in the new label using the multi-tap method pressing each key multiple times to display the proper alpha character needed.
4. Press the **green checkmark**.
5. Continue to press the associated **LED** buttons until all desired labels are changed.
6. Press the **Phone** button or **Back** key to exit.

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ASSIGN SPEED DIAL ENTRIES Allows you to assign speed dial numbers to your contacts. You can assign up to nine speed dial entries.	**To Assign Speed Dials** 1. Press **Main Menu**. 2. Scroll to **Settings**, and press **Select**. 3. Scroll to **Phone**, and press **Select**. 4. Select **Assign speed dial entries**. 5. Use the **Up** and **Down Arrow** keys to select a Speed Dial number (1-9). 6. Press **Contacts** to select a contact. 7. Press **Select** to assign the contact to the selected Speed Dial number. You can assign only one contact. **To Make a Call Using Speed Dial** (Before you begin, Speed Dial Entries must be assigned.) 1. **Press** and **hold** the dial key assigned to the number you want to call (i.e. 1-9 as previously assigned.)

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