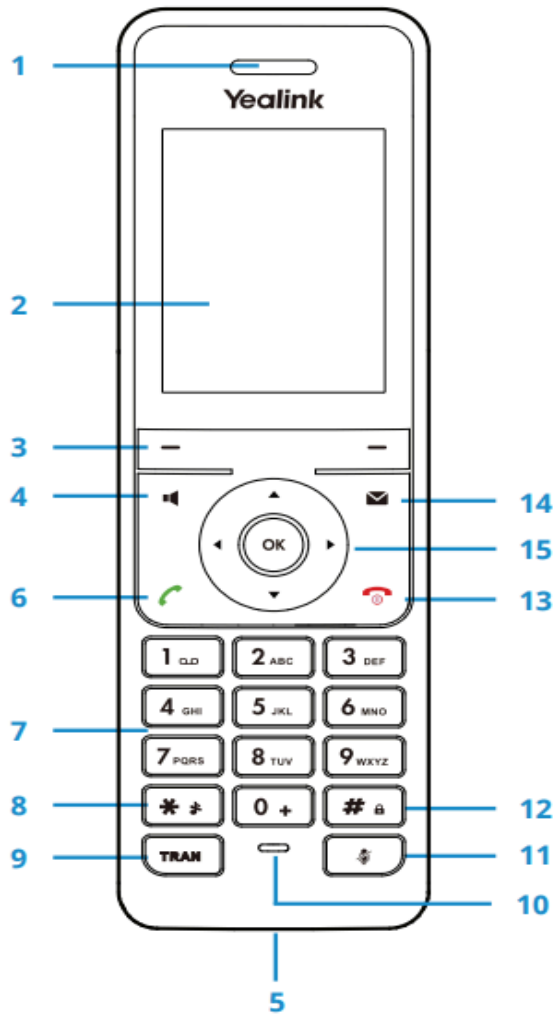


Features

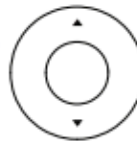
Features



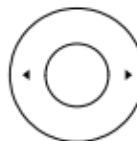
1. **Earpiece**
Outputs audio during a phone call.
2. **LCD Screen**
Shows call information, handset status icons, prompt messages, etc.
3. **Soft Keys**
Labeled automatically to identify their context-sensitive features.
4. **Speakerphone Key**
Switches between the earpiece and speakerphone modes.
Answers an incoming call.
5. **Headset Connector**
Connects a headset.
6. **Off-hook Key**
Answers an incoming call. Enters the redial call list. Places a call.
7. **Keypad**
Provides digits, letters and special characters in context-sensitive applications.
8. **Star Key**
Enters the star symbol. Switches the silent mode on or off.

9. **Redirect Key**
Transfers a call to another party.
10. **Microphone**
Picks up audio during earpiece and hands-free calls.
11. **Mute Key**
Toggles Mute feature on or off.
12. **Pound Key**
Enters the pound symbol. Locks or unlocks the handset keypad. Switches the input method.
13. **On-hook Key/Power key**
Long presses in the menu screen to return to the idle screen. Long presses to turn the handset on or off when the handset is idle. Cancels actions or ends a call. Rejects an incoming call.
14. **Message Key**
Indicates a new received voice mail or a missed call. Accesses the voice mail or the missed call list.

15.



Moves the cursor.
Acts as shortcuts.
Scrolls through the displayed information.



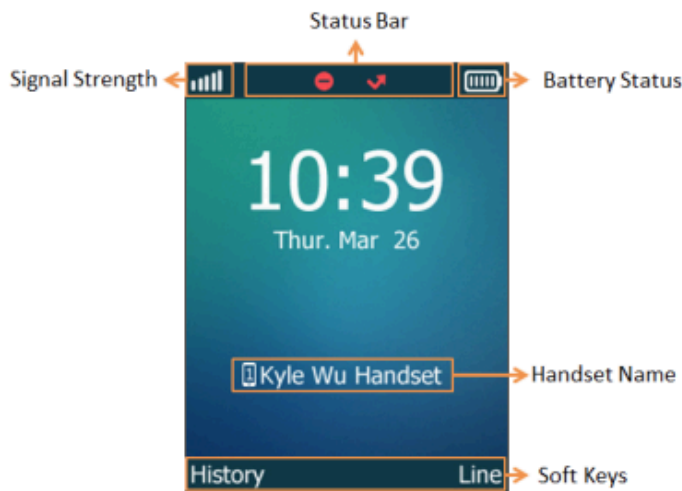
Moves the cursor.
Acts as shortcuts.
Adjusts the ringer volume.
Switches the values.



Confirms actions or enters the main menu.

Displaying Information on the LCD Screen

The idle screen may be shown as below:



The LCD screen is divided into three parts: Status Line, Text Line and Softkey Line.

THE INFORMATION SHOWN IN THE STATUS LINE:

1. On hook (idle) — displays the signal strength indicator, internal handset number and battery status.
2. Off hook — displays line ID.

THE INFORMATION SHOWN IN THE TEXT LINE:

1. On hook (idle) — displays handset name, time and date, caller information when receiving an incoming call and prompt messages.
2. Off hook — displays the dialed digits.

THE INFORMATION SHOWN IN THE SOFTKEY LINE:

1. On hook (idle) — displays History and Line.
2. Off hook — displays various options according to the context of the specific feature.

SIGNAL STRENGTH

Weak to strong:



No reception:



BATTERY STATUS

The battery status displays on the top right-hand corner of the LCD screen:

Icon Battery Level



Full



High



Medium



Low



Need Charging

ICON INSTRUCTIONS

Icons appearing on the LCD screen are described in the following table:



Received Call



Placed Call



Missed Call



Voice Mail



Keypad Lock



Silent Mode



Do Not Disturb



Call Forward



Call Hold



Call Mute



Unassigned Outgoing Line



Loudspeaker On



Headset Mode On



Anonymous Call Allowed



Anonymous Call Rejection

Commonly Used Features

Placing Outgoing Calls

When the phone is not in use:

1. Pick the Handset up from the Charging Cradle.
2. Dial an extension number or telephone number.
3. Press the green Call button.

When you are already on a call:

1. Press the **Options** softkey and use the down arrow to select Hold and press **OK**. This will place the first call on hold and allow you to place a second call.
2. Press the **Line** softkey.
3. Press the **Dial** softkey.

4. Dial an extension number or telephone number and press the **Green** call button.
5. To resume the original call, end your second call, and press the **Resume** softkey

Answering an Incoming Call

- On a Handset: Pick up the Handset from the Base Station or press the **Accept softkey**.
- On a Headset: Pick up the Handset from the Base Station or press the **Accept softkey**.
- On Speakerphone: Pick up the Handset from the Base Station and press the **Speaker button**.

Ignoring an Incoming Call

Press the **Silence** softkey to send the caller to voicemail.

Ending a Call

Press the **red End Call** button.

Hold

Placing a Call On Hold:

1. While on a call, press the **Options** softkey.
2. Use the down arrow to highlight Hold and press the **OK** softkey. The call is now on hold.

Retrieving Calls On Hold:

Press the Resume softkey.

Transferring Calls

Blind Transfers:

1. While on a call, press the **Options** softkey.
2. Select Transfer and press the **OK** softkey.
3. Dial an extension number or telephone number and press the **Transfer** Softkey.
4. The call is automatically transferred.

Attended (Consultative or Warm) Transfers:

1. While on a call, press the **Options** softkey.
2. Select Transfer and press the **OK** softkey.
3. Dial an extension number or telephone number and press the **Green** Call button.
4. When the party answers, announce the call.

5. Press the **Transfer** softkey.
6. The call is automatically transferred.

Mute

1. While on a call, press the **Mute** button on the Handset.
2. To unmute the call, press the **Mute** button again.

Voicemail

1. Press and hold the 1 key on the Handset keypad or dial your phone's extension or phone number.
2. Enter your PIN when prompted, followed by #.

Volume Adjustment

In-Call Volume:

While on a call, press the left or right arrows on the keypad to raise or lower the volume.

Ringer Volume:

While the phone is not in use, press the left or right arrows on the keypad to raise or lower the ringer volume.

Call Waiting

When an inbound call rings in, you will hear a beep tone emitted by your phone if it is already in use.

To Answer the Second Call:

1. Press the down arrow button to highlight the new call and press the **Accept** softkey, the original call goes onto Hold.
2. To switch back to the call on Hold, press the **Swap** softkey.

To Reject the Second Call:

Press the down arrow button to highlight the new call and press the **Reject** softkey, the caller goes to your voicemail box

SpeakerPhone

While the phone is not in use:

Press the Speakerphone button to activate the speakerphone and get dial tone for an outbound call.

While on a call on the Handset / Headset

Press the Speakerphone button to continue the current call on the speakerphone.

Forwarding Call

1. Press the **OK** button on the keypad.
2. Arrow down to **Call Features** and press the **OK** softkey.
3. Highlight **Call Forward** and press the **OK** softkey twice.
4. Choose the type of forwarding needed, then press the **OK** button.
5. Use the left or right arrow to select **Enabled**.
6. Arrow down to the **Target** section and enter the forwarding destination number or extension, then press the **Save** softkey.


Always — Forward all incoming calls.

Busy — Forward incoming calls when the phone is busy.


No Answer — Forward incoming calls when the phone is not answered.

Voicemail Box Setup

Recording your personal voicemail greeting

1. Press the **Messages**  button.
2. Enter the PIN provided to you by your Administrator, followed by the # key.
3. Select option 3 for personal options.
4. Select option 1 to record your voicemail greeting.
5. Follow the voice prompts to record and check your greeting.

Changing the PIN from the Phone.

1. Press the **Messages**  button.
2. Enter the PIN provided to you by your Administrator, followed by the # key.
3. Select option 3 for personal options.
4. Select option 2 to change your PIN.
5. Enter the new PIN when prompted. Press # when done