

HANDSET FUNCTIONS

1 Ringer/Charge/Message Indicator

Light Pattern	Meaning
Steady On	Charging
Slow Flash	New missed call or voicemail
Quick Flash	Receiving a call
Off	Fully charged or the handset is not connected to the charger

2 Headset Jack – headsets can be used with the unit. Not all operations with the headset can be guaranteed.

3 Talk/Speakerphone Key – Used to make or answer calls, or toggle between Receiver mode and Hands-free mode during a conversation.

4 Navigator Key

Left	◀	Display incoming call log
Up	▲	Adjust ringer volume
Right	▶	Open the phonebook
Down	▼	Display outgoing call log
Center		Display menu

5 Hold/Msg Key – During talking, used to place a call on Hold. In standby mode, used to retrieve a call on hold if there is one, or used to access your voice mailbox if no call is on hold

6 Silent Mode – Used to turn Silent Mode on or off when pressed for more than 2 seconds in standby mode

7 LINE Key – Used to confirm the line status or to seize a line

8 Receiver

9 Display

10 Soft Keys – A / B / C these keys are used to select the item displayed on the bottom line of the display

11 Power/Cancel Key – Used to end calls, exit the phonebook or Function mode. Press and hold this key to turn the handset on or off

12 Xfer/Clr Key – Used to transfer a call to another party or to clear digits or characters

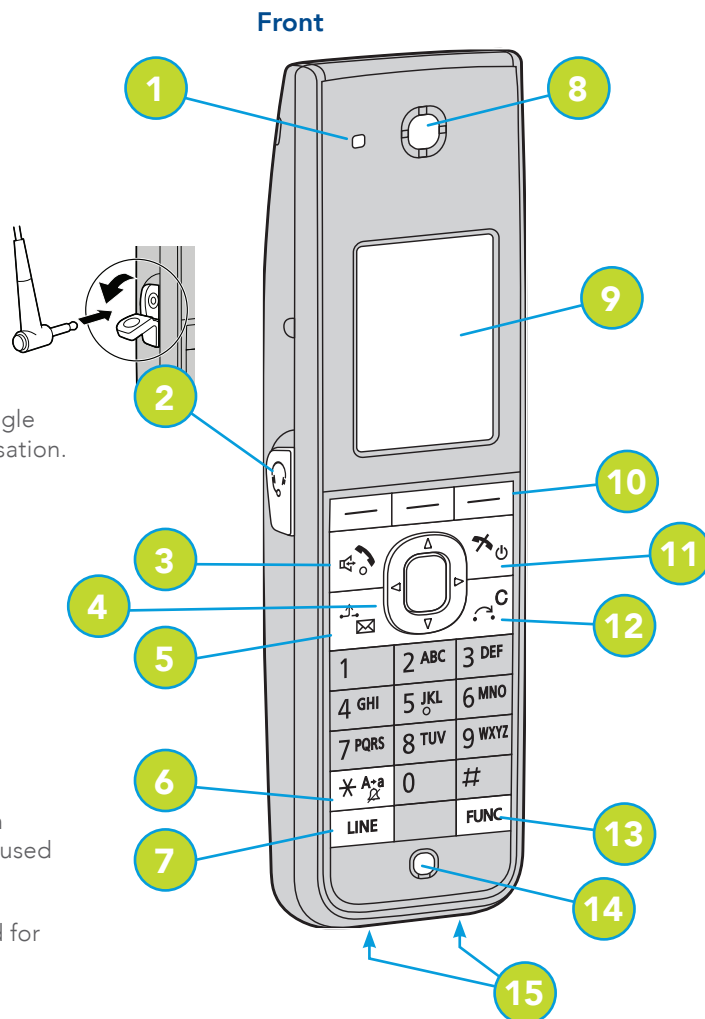
13 FUNC Key – Pressing this key followed by a keypad number (0- allows you to perform various common functions quickly

14 Microphone

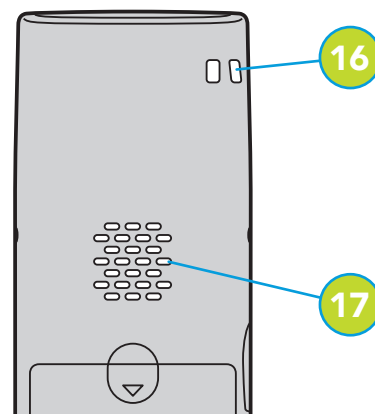
15 Charge Contacts

16 Strap holes – Used to attach phone straps and similar items

17 Speaker




















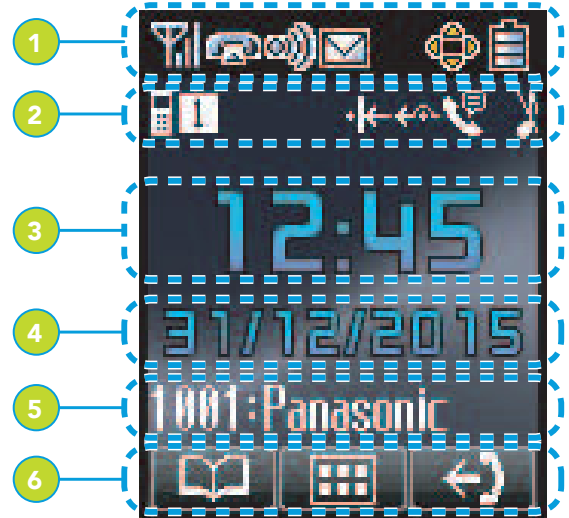
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DISPLAY

1 Pictograph

	Signal Strength Indicator - Strong		Battery Indicator - Full
	Signal Strength Indicator - Medium		Battery Indicator - Medium
	Signal Strength Indicator - Weak		Battery Indicator - Low
	Signal Strength Indicator - Very weak		Battery Indicator - Very Low
	Signal Strength Indicator - Out of range		Battery Indicator - Charge needed
	Off-hook Status		Incoming Call Log
	Intercom Indicator		Outgoing Call Log
	Voice Message		Phonebook
	Navigator Key Guidance		



2 Handset Status

3 Time Display



4 Date, New Message or Missed Call Display

5 Handset / Desk phone Number and Name

6 Soft Keys




MAKING CALLS

1. Enter a number to call, Press 
2. Pre-dial: Or Press , Enter the number and press **CALL**

MAKING AN INTERCOM CALL

Intercom calls can be made between compatible handsets / desk phones:

1. **MENU** select menu
2. **INT** select the Intercom softkey
3. Up / down to select a desired handset/desk phone
4. Press **OK**
5.  end the call

ANSWERING CALLS

1. 

Note: when receiving an intercom call, the Handset name is displayed on the LCD

Rejecting an incoming call

1. While an incoming call is ringing, press **REJECT**
2. The call will be rejected and the handset will return to standby mode

ENDING CALLS

1.  end the call

CALL HOLD AND RESUME

Hold a current call

1. Press **[HOLD/MSG]** key

Note: if you select a LINE key other than the one for the current call, the current call is automatically put on Hold

Retrieve a call on Hold

1. Press the **[HOLD/MSG]** key

CALL PARK

Allows a user to suspend a call for an extended period of time and then retrieve that call from any extension:

Park a Call

1. Press the **[FUNC]** key then press 9 ("Call Park")
2. The call will go on Hold and the system will prompt for an extension to park the call
3. Enter an extension followed by the # key
4. The system will reply, "Your call has been parked," and disconnect. The caller is on Hold

Retrieve a Parked Call

1. Enter the Call Park Retrieve feature access code: *88
2. Enter the extension that has the parked call followed by the # key

*Note: if your own line has a parked call, the **PARK** softkey will be blinking on the display*

Retrieve a Parked Call Against Your Extension

1. Press the Park key, the system will prompt for an extension to retrieve
2. Press the # key to retrieve the call parked on your number

CONFERENCE CALL

During a conversation, you can add additional people to establish a conference call:


1. Press the **[FUNC]** key and press 5 ("Conference")
2. You will hear two beeps from the handset
3. Dial the party you want to add to the conversation and press the **CALL** key
4. Press the **CONF** key

Ending a Conference Call

1.  end the call

CALL TRANSFER

During a conversation you can transfer a call to another destination:

1. Press **[XFER/CLR]**
2. Dial the party, press **CALL**
3. Wait until the other party answers to announce the transfer
4. Press  to complete the transfer

*Note: To return to the call before the transfer destination answers, press **CANCEL***



Blind Transfer


During a conversation:

1. Press the **BLIND** softkey
2. Dial the party you want to transfer to and press **CALL**

Transfer an intercom call

Outside calls can be transferred between 2 handsets/desk phones

During a Conversation:

1. **MENU** select menu
2. **INT** select the Intercom softkey
3. Up / down to select a desired handset/desk phone
4. Press **OK**
5. Wait for the paged party to answer
6. Press  to complete the transfer

CALL FORWARDING & DO NOT DISTURB

While in Standby mode:

1. Press the **[FUNC]** key and press 2 ("Fwd/DND")
2. Select the type of Forward or Do not Disturb setting to apply
3. Press **OK**
 - » If a Forward setting is selected, enter a new forward destination number or confirm a number previously set
 - » When a setting is enabled, "FWD" or "DND" is shown on the display
 - » FWD settings cannot be used on a shared line

Settings

DND	All incoming calls are automatically rejected
FWD(all)	All incoming calls are forwarded
FWD(busy)	Incoming calls are only forwarded when your extension is in use
FWD(NA)	An incoming call is forwarded if you do not answer the call

LISTENING TO VOICEMAIL

When you receive a voice message, "Voice MSG" is displayed and  will appear

In Standby mode:

1. Press and hold down the **[HOLD/MSG]** key
2. You will hear the Voice Portal, enter your pass code to proceed

MUTING THE MICROPHONE


During a conversation:

- » Press the **MUTE** softkey
- » When the Mute softkey is blinking, Mute is On
- » Mute will continue if you switch from/to speaker phone
- » Mute will continue if you connect/disconnect a headset

ADJUSTING VOLUME

During a conversation, press up or down to adjust the volume (Level 1-6):

In Standby mode:

1. **MUTE** or the **[CENTER] / [ENTER]** navigation key
2.  select Ringer Volume
3. **OK** select the volume setting

Note: You can press the Up key instead of performing steps 1 & 2

While Ringing:

1. Use the up and down keys to adjust the volume
2. To Turn Ringer off, remove all sound levels

