



Your Phone

- ① Handset and Handset light strip
- ② Feature (left) and Session (right) buttons
- ③ Softkeys
- ④ Navigation Bar and Round Select Button
- ⑤ Hold/Resume, Transfer and Conference
- ⑥ Speakerphone, Headset and Mute
- ⑦ Messages/Voicemail, Applications and Contacts/Directory
- ⑧ Volume button

Feature & Session Buttons

Feature Buttons (left side) – used for features such as **Speed Dial** or **Call Pickup**, and to view your status on another line.

Session or Line Buttons (right side) – used to answer a call or resume a held call.

Buttons illuminate to indicate status:

- x Green, steady: Active call
- x Green, flashing: Held call
- x Amber, steady: Private line in use
- x Amber, flashing: Incoming call
- x Red, steady: Remote line in use
- x Red, flashing: Remote line on hold

Make a Call

Enter a number and pick up the handset

Answer a Call

Press the flashing amber line button, pick up the handset or push the **Answer** softkey.

Put a Call on Hold

1. Press Hold .
2. To resume a held call, press Hold again

Call History

1. Press the Applications button.
2. Select Call History. (Use the Navigation bar and round Select button to scroll and select).
3. Select a line to view.
4. To view details for a call, scroll to the call and press the **More** softkey, then press Details.
5. To return to your call history, press the **Back** softkey. To exit the Applications menu, press the Applications button.

View your missed calls only

1. View your call history
2. Press the **Missed** softkey

View your placed calls only

Press the up arrow on the Navigation bar when the phone is idle, with all menus closed.

Contacts/Directory

1. Press the Contacts button.
2. Select a directory. (Use the Navigation bar and round Select button to scroll and select).
3. Use the keypad to input search criteria
4. Press the **Submit** softkey.
5. To dial, scroll to a listing and press the **Dial** softkey

Transfer a Call to Another Person

1. From a call that is not on hold, press Transfer .
2. Enter the other person's phone number.
3. Press Transfer again.

Conference

1. From a connected call that is not on hold, press Conference .
2. Make a new call.
3. Press the Conference button or the **Conference** softkey (before or after the party answers)
 - The conference begins and the phone displays "Conference"
4. Repeat these steps to add more participants.

Conference across lines

You can combine two calls on two lines into a conference.

1. From a connected call that is not on hold, press Conference .
2. Press Active calls to select a held call.
3. Press Conference again.

Make a Call with a Headset

1. Plug in a headset.
2. Enter a number using the keypad.
3. Press Headset .

Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press Speakerphone .

Mute Your Audio

1. Press Mute .
2. Press Mute again to turn mute off.

Listen to Your Voice Messages

Press the Messages  button and follow the voice prompts. To check messages for a specific line, press the line button first.

Forward All Calls

1. Select a line and press **Forward All** softkey
2. Dial the number that you want to forward to, or press Messages/Voicemail
3. To receive calls again, press **Forward Off** softkey.

Adjust the Volume in a Call

Press Volume  up or down to adjust the handset, headset, or speakerphone volume when the phone is in use.

Adjust the Ringtone Volume



Press Volume  up or down to adjust the ringer volume when the phone is not in use.

Change the Ringtone

1. Press the Applications  button.
2. Select Preferences. (Use the Navigation bar and round Select button to scroll and select).
3. Select Ringtone.
4. Select a line.
5. Scroll through the list of ringtones and press Play to hear a sample.
6. Press **Set** and **Apply** softkeys to save a selection.

Screen Contrast

1. Press the Applications  button.
2. Select Preferences. (Use the Navigation bar and round Select button to scroll and select).
3. Select Contrast.
4. Press the Navigation bar up or down.
5. Press the **Save** softkey.

Softkeys

Located below the phone screen, gives you access to the function displayed on the screen above the softkey. The softkeys change depending on what you are doing at the time. The **More...** softkey shows you that more functions are available.

Examples of some of the softkey functions available during different phone operations:

1. When the phone is on the hook (idle)
 - Redial
 - New Call
 - HLOG – log in and out of hunt groups
 - Pick Up – if part of a pickup group, you can answer a call that rings on another phone within your call pickup group
 - Mobility – the ability to sign into a different phone on the network and have it act the same as your phone
2. When Connected (active call)
 - Hold
 - End Call
 - Transfer
 - Park – ability to park an active call and then retrieve the call from your phone or another phone (i.e. coworkers' desk or conference room)
 - Conference
3. When On Hold (actively holding a call)
 - Resume
 - New Call
4. When Off Hook (handset is picked up)
 - Redial
 - End Call
 - Forward All
 - Pick Up