Line Buttons

Soft Keys

Navigation
Buttons

Volume Control

Press - / + to adjust volume

Mute

Headset

Messages

Redial

Speaker

HOW TO PLACE A CALL

Turning Handset On/Off

- Pick up the Handset
- Enter the number, then press **Send** soft key

OR Using the Speakerphone

- With the Headset on-hook, press 🔊
- Enter the number, then touch the **Send** soft key

OR Using the Headset

- With the headset connected, press 🎧 to activate the headset mode
- Enter the number, then press the **Send** soft key
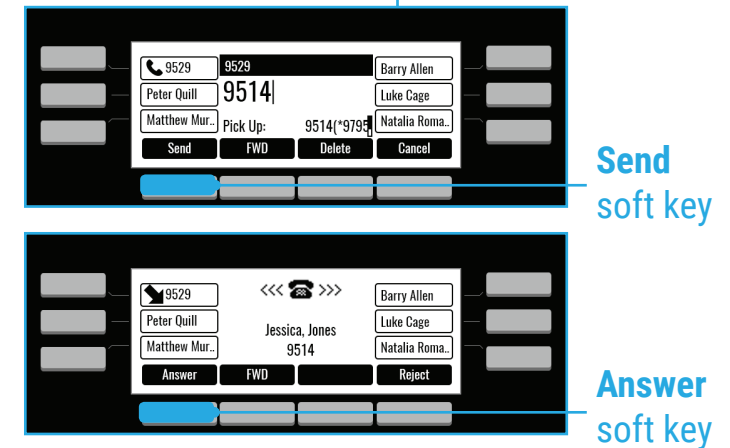
HOW TO ANSWER A CALL

Using the Handset

- Pick up the Handset

OR Using the Speakerphone

- Press the 🔊 ; or the **Answer** soft key

OR Using the Headset

- Press 🎧

🎧 Headset

🔊 Speaker

Send soft key

Answer soft key

HOW TO END A CALL

Using the Handset

- Hang up the Handset, or press the **Cancel** soft key

OR Using the Speakerphone

- Press the 🔊 ; or the **Cancel** soft key

OR Using the Headset

- Press the **Cancel** soft key

HOW TO PLACE A CALL ON HOLD

To place a call on hold

- Press the **Hold** soft key during an active call

To resume a call

- Press the **Resume** soft key

If there is more than one call on hold

- Press ▲ or ▼ to switch between calls, then press the **Resume** soft key to retrieve the desired call

🔼🔽 Buttons

🔊 Speaker

Send soft key

Tran soft key

HOW TO CREATE A CONFERENCE CALL

To Create a Conference Call

- Press the **Conf** soft key during an active call
- Enter the extension or external number of the second party, then press the **Send** soft key
- Press the **Conf** soft key again when the second party answer. All parties are now joined in the conference
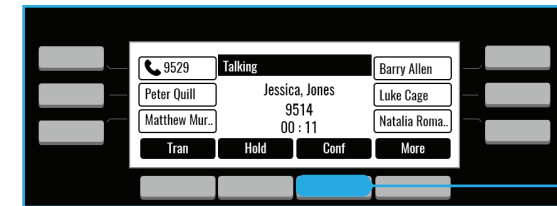- Hang up the Handset to disconnect all parties.

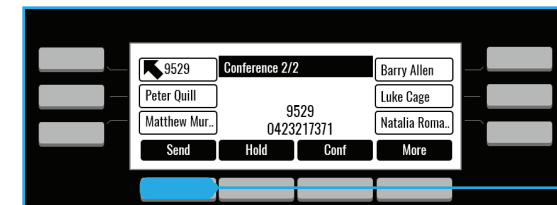## HOW TO FORWARD A CALL

To enable Call Forwarding

- Touch the **menu** soft key when the phone is idle and then **Call Control** > **Call Forward**

Select the desired forward type:
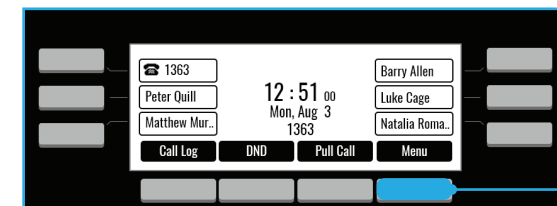**Always Forward or Busy Forward or No Answer Forward**

- Enter the number you want to forward to
- For **No Answer Forward** select the ring time to wait before forwarding from the **After Ring Time** field
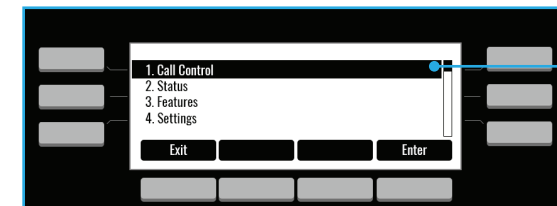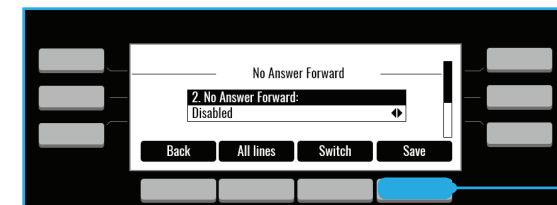- Press the **Save** soft key to accept the change

Conf
soft key

Send
soft key

Menu
soft key

Call Control

Save
soft key

HOW TO TRANSFER A CALL

To access the directory and a Contact

- While idle press the **Menu** soft key use the directional buttons to navigate down to the **Directory** section. Press the **Enter** soft key
- Select required directory, then press **Enter**
- Press **Option** soft key then **Add**
- Enter contact name and number
- Press the **Save** soft key to accept change

HOW TO TRANSFER A CALL

You can transfer a call in the following ways:
BLIND Transfer - The call is transferred directly without the need to announce the caller

- Press **Tran** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- Press the **Tran** soft key

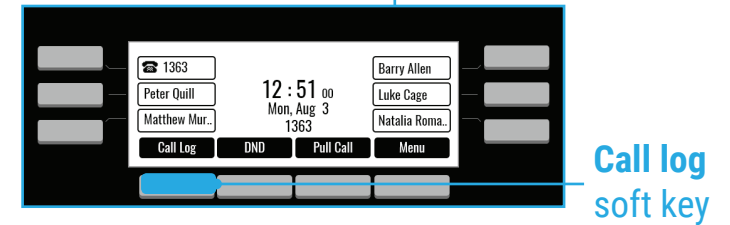**ASSISTED Transfer - Allows you to announce the caller prior to rereleasing the call**

- Press **Tran** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- When the second party answers, announce the call, then press the **Tran** soft key

Buttons

Call log
soft key

Tran
soft key

CALL HISTORY

While the phone idle

- Press the **Call Log** soft key
- Press ▲ or ▼ to switch between **all, placed, missed** and **received** call lists, then select Enter
- Select an entry from the list
- Press the **Dial** soft key to place a call
- Select **Option** soft key, then **Detail** from the prompt list to view information about the entry **OR**
- Select **Add to Personal** to add to your Local Directory

▲ ▼ Buttons

Call log soft key

Tran soft key