







#### **Turning Handset On/Off**

- Press 💮 , then the LCD screen lights up
- Place the Handset in the charger cradle to turn on automatically
- Long press 💮 again to turn the Handset off

### Locking/Unlocking keypad

- Long press *#* when the Handset is idle to lock the keypad.
- Long press **#** again to unlock the keypad.

### Switching Silent Mode On/Off

- Long press 😁 to switch the silent mode on
- Long press 🔹 again to switch the silent mode off

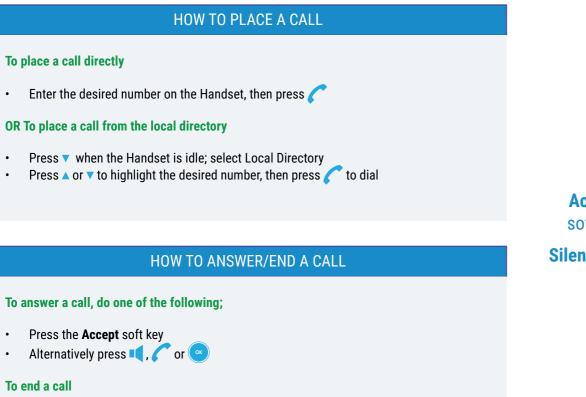
### SHORTCUTS

### While the phone idle

- Press the left soft key to access the call history
- Press the right soft key to check the line status
- Press ▲ to place an internal call
- Press < to decrease the ringer volume
- Press ► to increase the ringer volume
- Press v to access the directory







Press





# HOW TO PLACE A CALL ON HOLD

### To place a call on hold

• Press the **Options** soft key during a call, press **Hold**.

### To resume the call;

Press the **Resume** soft key

### If there are 2 calls on hold

- Press the Resume soft key to resume the current call
- Press the Swap soft key to swap between the two calls

## HOW TO FORWARD A CALL

### To enable Call Forwarding

- Press the () key to enter the main menu and select Call Features > Call Forward
- Press **A** or **v** to highlight the desired line, then press **OK** soft key
- Press **A** or **v** to highlight the desired forwarding type, then press **OK** soft key

### Always Forward or Busy Forward or No Answer Forward

- Select Enabled from the Status Field
- Press < or ► for the desired ring time to wait before forwarding (only for *No Answer Forward*) in the **After Ring Time** Field
- Press the **Save** soft key to accept





### CONTACT DIRECTORY

### To access the directory

- Press the ( ) key to enter the main menu, and then select **Directory** OR
- When the Handset is idle press **v**

### 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 the **Options** soft key during a call and press **Transfer**
- Enter the number you want to transfer the call to
- Press the Transfer soft key

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

- Press the **Options** soft key during a call and press Transfer soft key
- Enter the number you want to transfer the call to
- Press 📢 , 🌈 or 🔍 to dial out.
- Press the **Transfer** soft key after the call is answered.

