



AUDIO FEATURES

CHANGING A RINGER TYPE

By default: internal calls one long ring, external calls two short rings.

- ☎ Press the **Settings** button. (Box with check mark button)
- ☎ Use the  scroll bar to highlight **Ring Type** in the **Settings** menu.
- ☎ Press the **Select** soft key to display a list of Ring Types.
- ☎ Press the  scroll bar to highlight one of the available Ring Types.
- ☎ Press the **Play** soft key to hear a Ring Type.
- ☎ Press **Select** and then press the **OK** soft key to choose the Ring Type.
- ☎ Press the **Save** soft key to save your selection and exit to return to the main menu.

ADJUSTING THE RINGER VOLUME



- ☎ While the phone is not on a call, press the **Up** or **Down Volume** keys to hear a sample ring.
- ☎ As the ring plays, press the **Up** or **Down Volume** keys to adjust volume to the desired level.
- ☎ To save the ring volume setting, press the **Settings** button and then press the **Save** soft key.

ADJUSTING THE HANDSET, SPEAKERPHONE AND HEADSET VOLUME

- ☎ During a call, press the **Volume** key to increase or decrease the volume of your **Handset**, **Speakerphone** or **Headset**.
- ☎ To save the volume setting, press the **Settings** button and then press the **Save** soft key.

Note: The volume setting will only be changed for the option being used.

CHANGING THE LCD CONTRAST

- ☎ Press the **Settings** button. (Box with check mark button)
- ☎ Use the  scroll bar to highlight **Contrast** in the **Settings** menu.
- ☎ Press the **Select** soft key to select the **Contrast** option.
- ☎ Press the  scroll bar to set LCD contrast.
- ☎ Press the **OK** soft key to accept the changes.
- ☎ Press the **Save** soft key to save the new contrast setting and exit the **Settings** menu.

Note: The ringer type, ringer volume and LCD contrast changes will be held in the system memory. These changes will be lost, however, if there is a power outage. In this case, simply follow the above steps and make sure you save your changes.

MUTE

- ☎ Press the Mute button.
- ☎ To disengage mute, press Mute again.

Note: If you are using mute along with the speakerphone, lifting the handset will disengage mute.

BASIC FEATURES

ADJUSTING HEIGHT OF FOOTSTAND

- ☎ Firmly press in the footstand adjustment knob on the right-hand side of the phone.
- ☎ With the button depressed, adjust the footstand to the desired height.
- ☎ Release the footstand adjustment knob.

PLACING A CALL

There are six options for placing a call:

- Lift the **Handset** and dial the number. **OR**
- Press a **Line** button and dial the number. **OR**
- Press the **Speaker** button and dial the number. **OR**
- Press the **Headset** button and dial the number. **OR**
- Press the **NewCall** soft key and dial the number. **OR**
- Press the **Speed Dial** button and the number you have preprogrammed will automatically dial.

INTERNAL CALLING

- ☎ Dial the 4-digit extension number

EXTERNAL CALLING

- ☎ **Local:** Dial 9 + Number
- ☎ **Long Distance:** Dial 9 + 1 + Area Code + Number
- ☎ **Emergency:** Dial 9 + 911 or 911

ANSWERING A CALL

There are four options for answering a call:

- Lift the **Handset**. **OR**
- Press the **Answer** soft key. **OR**
- Press the **Speaker** button. **OR**
- Press the **Headset** button.

Answering Multiple Calls

Use the Blue Scroll Bar to select which call you want to pick up. Watch the little numbers in top left to see which line you are on and which one you are selecting.

Note: Watch status icon in the lower left of call to know if it has been placed on hold, if it is an incoming call, or if you are currently on the call.

ENDING A CALL

There are three options for ending a call:

- Hang up the **Handset**. **OR**
- Press the **EndCall** soft key. **OR**
- Press the **Speaker** button.

SOFT FEATURES

TRANSFER

While on an active call:

- ☎ Press the **Transfer** soft key.
- ☎ Dial the number to which you are transferring the call.
- ☎ Just hang up, or when you hear ringing, press **Transfer** again, or when the party answers, announce the call and press **Transfer** (announced transfer).
- ☎ Hang up to end your participation in the call.

Note: To get the caller back, simply hit the **Line** button again.

FORWARD

This feature allows calls to your primary extension to be redirected to another extension number (i.e. another phone or to voicemail). You can forward incoming calls to an IP phone or a non-IP phone.

To forward incoming calls:

- ☎ Press the **CfwdAll** soft key.
- ☎ Dial **extension number** to where you want your calls directed.

Note: only works on 1st extension (primary extension)

To forward incoming calls directly to voicemail:

- ☎ Press the **CfwdAll** soft key.
- ☎ Press the **Message** button. (Envelope button).

Calls are now forwarded directly to voicemail.

To cancel forward:

- ☎ Press **CfwdAll** soft key.

CALL HOLD

- ☎ During an active call, press the **Hold** soft key.
- ☎ To return to the call, press the **Resume** soft key.

CALL PARK

This feature allows you to store or “park” a call at a specified number and then use another phone to retrieve the call.

- ☎ During an active call, press the **more** soft key until you see the **Park** button.
- ☎ Press **Park**. The display shows the number to which the call is parked.
- ☎ Make a note of the Call Park number and then hang up. The call is now parked at that number, allowing you to retrieve it from another phone.

Retrieving a Parked call

- ☎ From a phone on the same system, dial the Call Park number and begin speaking.

CALL PICKUP

This feature allows you to answer a call that comes in on a telephone extension other than your own. When you hear an incoming call ringing on another phone, you can redirect the call to your phone by using this feature.

- ☎ Press a line button.
- ☎ Press the **Pickup** soft key. Answering the incoming call that is redirected to your phone

CONFERENCE

This feature allows three people to simultaneously communicate via the same line. While on an active call (either incoming or outgoing):

- ☎ Press the **More** soft key and then the **Confrn** soft key. This opens a new line while placing the other party(ies) on hold and initiates a conference bridge.
- ☎ Dial the number of the party to be added to the conference call.
- ☎ When the call connects, press **Confrn** again to add this party to the call.
- ☎ Repeat the first three steps to add more callers.

Note:

- Once the conference call initiator disconnects, no new conferees can be added.
- Keep in mind that when you place a call on hold a beeping tone is generated every few seconds. To avoid disrupting the other callers, consider muting the call instead.
- To abandon the addition of a conferee, press the **Line** button.

INITIATING A MEET-ME CONFERENCE CALL

A Meet-Me conference is used to allow more than three parties to talk on a conference call simultaneously. For this, the system has to set aside the necessary bandwidth on the network to handle the call. To set up a Meet-Me Conference Call, you must dial a special conference number established by your system administrator.

- ☎ Contact the CallManager administrator and obtain a conference number.
- ☎ Lift the **Handset** and press the **More** soft key once to display the **Meet-Me** tab.
- ☎ Press the **Meet-Me** soft key.
- ☎ Dial the **Meet-Me** conference number obtained from your CallManager administrator.

JOINING A MEET-ME CONFERENCE CALL

In a Meet-Me conference call, participants dial a pre-arranged conference number at a specific time to meet on a call.

- ☎ Lift the handset.
- ☎ Dial the conference number provided by the Meet-Me conference initiator.

Note: You will be connected to the conference once the initiator has dialed in and established the call.



LAST NUMBER REDIAL

- ☎ Lift the Handset and press the **Redial** soft key. OR
- ☎ Press the **Redial** soft key to place the call via **Speakerphone**.

INFORMATION FEATURES

CALL HISTORY

Call History gives you a list of missed calls, received calls or placed calls at your phone.

- ☎ Press the **Directories** button (Open book Button) to display the Directory menu.
- ☎ Use the  scroll bar to highlight the desired call history option: Missed Calls, Received Calls, or Placed Calls.
- ☎ Press the **Select** soft key to display the desired call history.
- ☎ To speed dial a number, use the  scroll bar to highlight the desired number and press the **Dial** soft key. (If you decide not to make the call, press the Exit soft key twice to exit the Directories menu.)

Note: If you have other people’s extension numbers appearing on your phone, the missed call log will tell you all calls missed on those lines, too, not just your primary extension.

ACCESSING VOICEMAIL

