

## Base phone

### Getting started

**Top Programmable softkeys** - 6 programmable keys that support up to 10 functions (2 pages). **Default functions:**

- 1: SERVICES - Enhanced features. Services Menu
- 2: DIRECTORY - Displays up to 200 names
- 3: CALLERS LIST - Access to last 200 calls received
- 4: INTERCOM - Intercom functionality
- 5 - 10 (Page 2): None - program as required

#### Bottom Softkeys

- 6 programmable state-based keys that support up to 20 functions (multiple pages). Default functions displayed when phone is off hook:

- DIAL - to immediately dial the number
- CONF - Begins conference
- XFER - Transfers active call

Contact your system administrator for more information

**Line/Call Appearance:** Connect you to a line or call. Additional lines can be located on top programmable keys.

**Speakerphone:** for hands free or headset operation (see audio mode setting)

**Mute:** Mutes the handset, headset, or speakerphone

#### Navigation keys:

- ▼▲ to scroll through menu or messages on the screen.
- ◀▶ to view different line/call appearances. In Options List, keys allow you to exit or enter the current option.
- If editing entries:
  - ◀ erases the character;
  - ▶ sets the option.

**Goodbye:**  
Ends call or exits a menu


**Options:**  
Services and settings

**Hold:**  
Places a call on hold. To retrieve held call, press the line key with the flashing light


**Redial:**  
Access dialed numbers list. Press twice to redial last number

**Volume:**  
Adjusts volume for handset, headset, speakerphone and ringer

## Placing a Call

1. Lift the handset, press the **Line** key or  key.
2. Dial the number from the keypad.


## Answering a call

Lift the handset for handset operation or press the **Line** key or  key for hands free operation.

## Ending a call

To end the call replace the handset or press  .

## Redial



Press  key twice to call the last dialed recently dialed number. Press the key once to access the list of recently dialed numbers, use ▼▲ to scroll through.

## Call mute

Press  key to mute the handset, headset, or speakerphone.

## Advanced Call Handling

### Call Hold and Resume

1. To put a call on hold, press  key when connected to the call.
2. To retrieve the call, press  key again or press the **Line** key where that call is being held.

### Call Transfer

1. Press **Transfer** key - this places the current call on hold.
2. Dial the number of the person you want to transfer the call to.
3. To transfer the call before the other person answers, press **Transfer** key before the receiving end answers.
4. Or, wait until the person has answered before completing the transfer by pressing **Transfer** key again.

### 3-Way Conference


1. During a regular call press **Conf** key.
2. Dial the person you want to join your call or press the **Line** key where the other person is being held.
3. Once this person has answered press **Conf** key again to establish the 3-way call.



## Call Forwarding


Your phone supports different types of Call Forwarding: All, Busy, and No Answer. Your system can also support additional configuration options. Please check with your system administrator or the phone User Guide for additional details.

## Ignoring a call

Press  key during ringing without picking up the handset to send the incoming call directly to voicemail\*.

## Other features

### Callers List

1. Press **Callers** key. Press ▼ and ▲ to move through list.
2. To dial the displayed number just lift the Handset or press  or any **Line** key.
3. Press **Callers** key to cancel.

### Speed Dialing

#### To create a speed dial


Press and hold a programmable key or keypad key, then enter contact's Name and number.

Or press  key and go to *Preferences->Speed Dial Edit*.


#### To use the speed dial

To dial a contact assigned to speed dial, press the corresponding programmable key or press and hold the keypad key for 3 seconds.

#### To edit a speed dial


1. Press  key and go to *Preferences->Speed Dial Edit*.
2. Select the programmable key or keypad key where the speed dial is currently configured.

### Voice Mail \*

1. Press the **Voice Mail**\* key that your System Administrator set up to access voicemail.
2. Press  key to toggle the audio between speakerphone, handset and headset (where applicable).


## Phone Lock/Unlock

### Phone can be locked to prevent unauthorized use

1. Press  key.
2. Select **Phone Lock** and press **Enter**.
3. Press ► to set the phone to lock.
4. "Phone is locked" is displayed on the screen.


Only numbers defined under the Emergency Dial Plan can be dialed while the phone is locked.

### To unlock the phone


1. Press  key.
2. Enter your User password (default: 22222) and press **Enter**.
3. The phone unlocks.

## Customizing your Base Phone

### Volume Adjustment


Press the  keys to adjust handset, headset, and speakerphone volume during a call. Pressing these keys in idle adjusts the ringer volume.

### To set the volume level for the Headset microphone:

1. Press  key and select *Preferences -> Set Audio -> Audio Mode-> Headset Mic Volume*.
2. Use ▼▲ to select Low, Medium or High (Default: Medium).
3. Press **Set**.

### Ring Tones

#### To select a different Ring Tone

1. Press  key and select *Preferences -> Tones -> Ring Tone*.
2. Select the preferred ring tone (Tone 1 through Tone 5, or Silent).

### Changing the User Password

Please contact your system administrator for instructions.

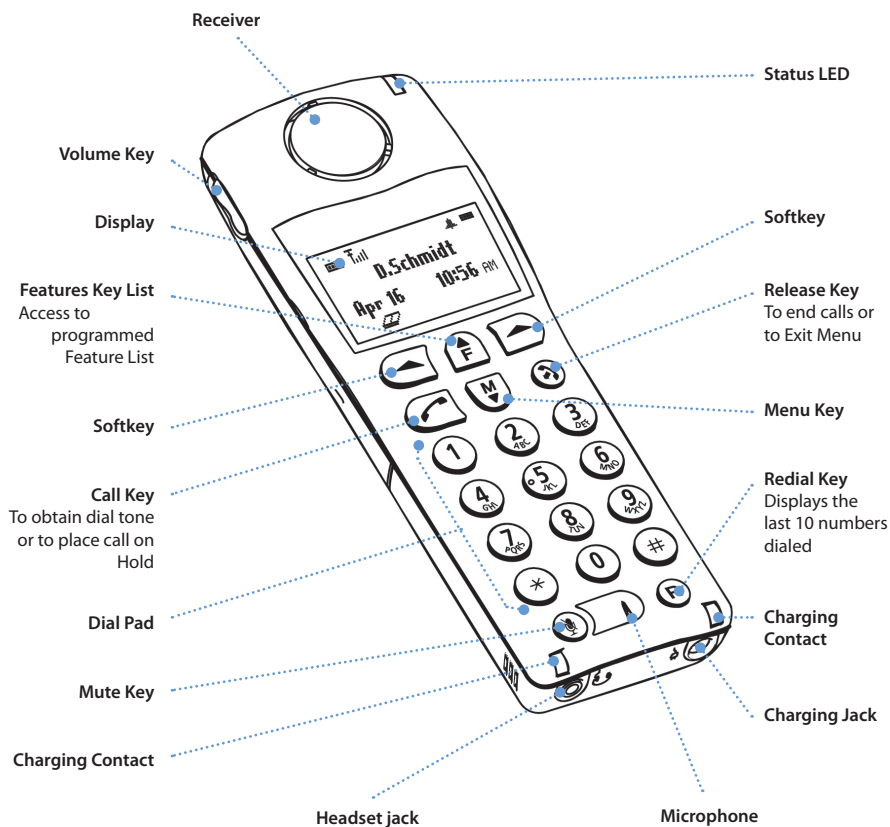
### Additional Customization\*

You can customize additional options using the phone Web Interface. Please contact your system administrator for instructions.


\* Optional feature that must be configured by the system/service administrator. Particulars and menu options may vary. Feature may operate differently, please contact your system administrator for details.

## Cordless Handset


### Getting started



### Placing Calls from Cordless Handset

1. Press the  key to obtain dial tone.
2. Dial the number using the keypad.




### Answering a call

Lift the handset out of the charging cradle or press the  key to answer.

### Ending a call

Place the handset back on the charging cradle or press the  key.

### Redial

Press the  key to access the list of recently dialed numbers, use   to scroll through and select the number to call.

### Call mute




Press the  key to mute the handset. Press it again to disengage mute.

## Advanced Call Handling

### Call Hold and Resume

1. To put a call on hold, press the  key when connected to the call.
2. To retrieve the call, press the  key again.

### Call Transfer

1. During the call press the  key to access the Feature list\*. Use   to scroll through the options and select **Transfer**.
2. Dial the number of the person you want to transfer the call to.
3. To transfer the call before the other person answers, press the **Transfer** key before the receiving end answers.
4. Or, wait until the person has answered before completing the transfer by pressing **Transfer** key again.

### Call transfer between Base phone and Cordless Handset




#### To transfer an active call from the base phone to the Cordless Handset:

1. On base phone, place active call on hold.
2. On the Cordless Handset, press the **Line** softkey where that call is being held.

#### To transfer an active call from the Cordless Handset to the base phone:

1. On the Cordless Handset, place call on hold.
2. On the base phone, press the **Line** key where that call is being held.

### 3-Way Conference

1. During a call press the press the  key to access the Feature list.
2. Use   to scroll through the options and select **Conference**.
3. Dial the person you want to join your call .
4. Once this person has answered press the **Conference** key again to establish the 3-way call.






### Call Forwarding

See call forwarding for the base phone.

## Other features

### Intercom



To intercom between the cordless handset and the base phone

1. Press the  key to access the Options List menu.
2. Using the   arrow, select **Icom**.
3. Use the   arrow **Select** the base or handset you wish to Intercom.
4. Press **Call**.

*Note: Your System Administrator can configure outgoing Intercom calls. Contact your system administrator for more information.*

### Vibrate

To enable the vibrate function

1. Press the  key to access the Options List menu.
2. Using the up and down arrow, select **Vibrate**.
3. To enable, press the **Change** softkey. The display indicates "Vibrate On".
4. Pressing the  key returns you to the main idle display.

### Key Lock On or Off

To lock/unlock the phone keypad

Press the  key and then \* from the idle screen.

## Customizing your Cordless Handset

### Programming Feature Keys\*

Features keys can be customized using the phone Web Interface. Please contact your system administrator for instructions.

### Volume

Use the volume key located on the side of the handset to adjust the receiver and ringer volume.

\* Optional feature that must be configured by the system/service administrator. Particulars and menu options may vary. Feature may operate differently, please contact your system administrator for details.

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