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Missed Call Icon & VM notification will show here

Call Indicator Lamp: Flashes for incoming calls & lights up when there's a Voicemail

Soft Keys: control the menu items above; menus change depending on context.

- ¥ MUTE: mute the phone or headset mic (you will see an \* when phone is muted).
- ¥ NAME: used to program names for speed dial keys
- ¥ REDIR: send a call directly to your voicemail
- ¥ IDCHG: ID Exchange & caller ID function that toggles between displaying full name / truncated number and full number / truncated name.
- ¥ CONF: connect callers for a 3-way conference.

LCD: Displays the current date, time, soft key options and caller ID information.

Help: Press help, then a soft key to learn what it does (answer displays on LCD)

Programmable Keys: Additional Lines you answer & Speed Dial Keys (4 pages of 8 keys)

Scroll through the pages of programmable keys

Recall: Press to restore dial tone if an error during dialing has occurred

Feature: used to turn specific features of the phone on/off. (see pg 2 for instr)

Answer: Press ANSWER to pick up the currently ringing line. When LED is lit, allows you to automatically answer any ringing line; (see pg 2 for instr)

Speakerphone Mic: Mic is On when LED is on LED is Off

Menu: features such as Call History, telephone Settings

Exit the Menu

Handset

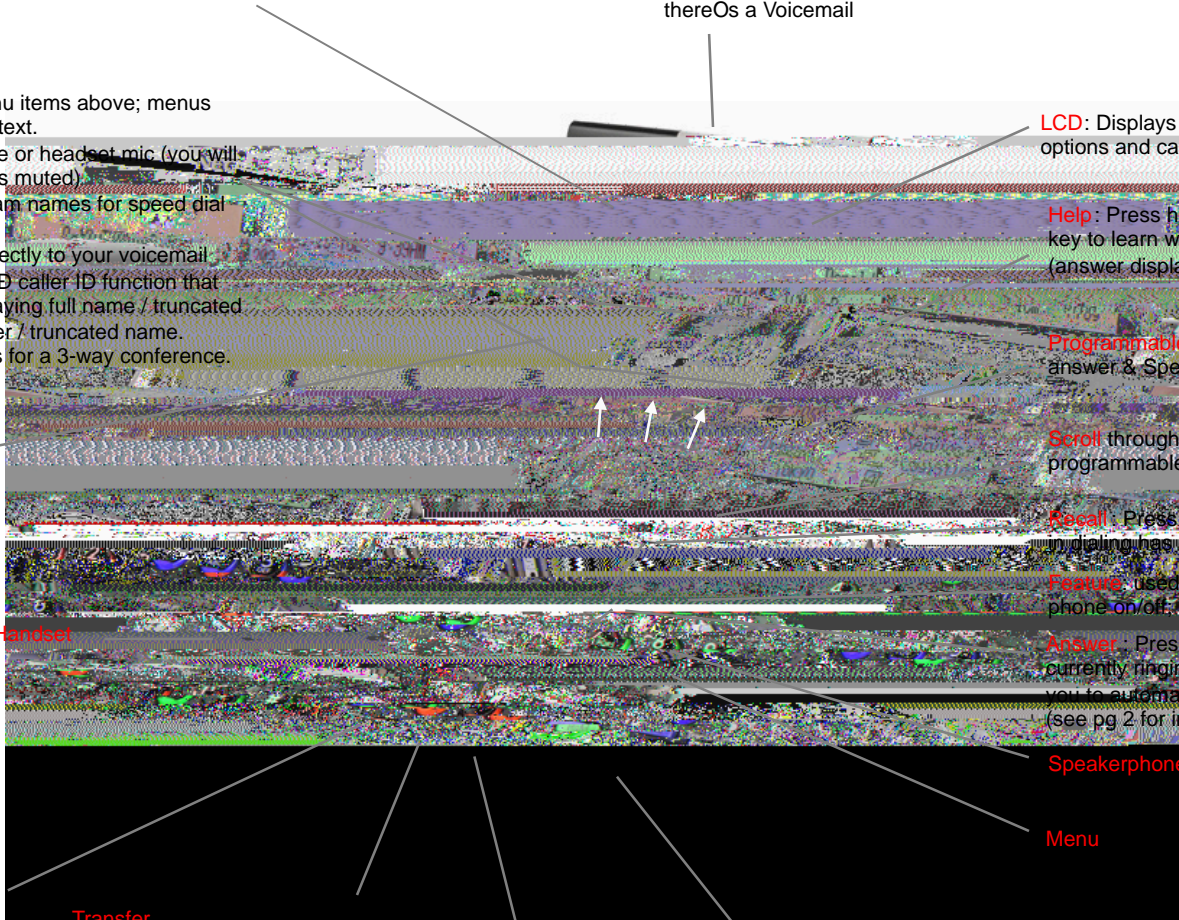
Hold: Press to place call on hold; Press active line to pick up call

Note: you may need to Scroll to screen 1 of the programmable keys and press the line where the active line is flashing to pick up the call.

Transfer: With caller on the line press TRANSFER, then Dial an extension or press a Speed Dial; Remain on the line to announce the call & hang up to release call from your phone.

Speaker phone (Mic must be ON / LIT to be heard)

Cursor keys : multitasking keys allow for navigation as well as shortcuts to menu options and phone settings depending on context



## USING YOUR TELEPHONE

### PLACE OUTSIDE CALL

- Lift the HANDSET or press SPEAKER.
- Dial **9** and then the phone number.

### PLACE INTERNAL CALL

- Lift the HANDSET or press SPEAKER.
- Dial the desired 4 digit extension number.

### ANSWER A CALL

Lift the HANDSET or press SPEAKER key.

### PLACE A CALL ON HOLD

- Press Hold key once to place caller on hold; press hold key twice to place caller on exclusive hold ("e-hold" – only your phone can pick up the call)
- To take call off hold, press the active line

*Note 1: you will may need to press the **Scroll** button to view screen 1 of the programmable keys and press the line where the active line is flashing to pick up the call.*

### TRANSFER A CALL

- With call in progress, press **TRANSFER**.
- Dial an extension or press a speed dial.
- Remain on the line to announce the call –or- hang up to release call from your phone.

### TRANSFER A CALL DIRECTLY INTO VOICEMAIL

- With call in progress, press **TRANSFER** and dial **4000**.
- When you hear the main Voicemail System menu, dial the desired extension and press #.
- Hang up; the caller is now connected to the dialed individual's Voicemail.

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