NAVIGATION
- Scrolling: ▲ or ▼
- Step in/out of menus, toggle enabled/disabled: □ or △
- Enter/Select: ○
- Back/Delete: ×

BASIC PHONE FEATURES

PLACING A CALL
Using the Handset:
Pick up the handset, and then dial the number. Or, dial the number first, and then pick up the handset.
Using the hands-free Speakerphone:
• With the handset on-hook, press the NewCall soft key.
  Then, enter the number. or
• Dial the number, and then press the NewCall soft key.
Using the optional Headset:
• With the headset connected, press the NewCall soft key.
  or
• Dial the number, and then press the NewCall soft key.
  During a call, you can alternate between modes by pressing the line key or picking up the handset.

ANSWERING A CALL
- Handset: Pick up the handset
- Speakerphone: Press the line key, or the Answer soft key.
- Headset (optional): Press the NewCall soft key.
Incoming calls may be denied by pressing the Reject soft key during ringing.

ENDING A CALL
Press the EndCall soft key or the line key corresponding to the line. Or, depending on the call mode, press the line key, or hang up the headset.

REDIAL
Press the line key to display the Placed Call list. Scroll to select the desired recipient and press the line key again.

MICROPHONE MUTE
During a call, press the line key. Mute applies to all modes. You can hear all other parties while Mute is enabled, but other parties cannot hear you.
To un-Mute, press the line key again.

CALL HOLD AND RESUME
During a call, press the line key.
Press the line key again, the Resume soft key, or the line key to resume the call.

LOCAL CONFERENCE CALLS
To create a three-way local conference call:
1. Connect to the first party.
2. Press the Conf soft key to create a new call (the active call is placed on hold).
3. Place a call to the second party.
4. When the second party answers, press the Conf soft key again to join all parties in the conference.
Conference Behavior:
• Placing the conference call on hold will place the other conference parties on hold.
• Pressing the Split soft key will split the conference into two separate calls on hold.
• A conference may be created between an active call and a call on hold by pressing the Join soft key.

DO NOT DISTURB (DND)
Press and select Features > Do Not Disturb > Enable to prevent the phone from ringing for incoming calls.
An icon appears for all lines to confirm that DND is enabled.
Press the line key again, Features > Do Not Disturb > Disable to turn Do Not Disturb off.

CALL TRANSFER
1. During a call, press the Trans soft key (the active call is placed on hold).
2. Place a call to the party to which you want to transfer the call.
3. After speaking with the second party, press the Trans soft key to complete the transfer.
Press the Blind soft key to transfer the call without speaking to the second party.
Transfer can be cancelled during establishment by pressing the Cancel soft key. The original call is resumed.

CALL FORWARDING
To enable call forwarding:
1. Press and select Features > Forward.
2. Select a Forwarding Type. Forward Always, on No Answer, or on Busy.
3. For all types, enter a number to forward all future calls to.
  For No Answer, enter the number of rings before forwarding.
4. Press the Enable soft key to confirm Call Forwarding. A moving arrow icon appears for that line.
To disable call forwarding:
Perform steps 1 and 2, but select Disable.
Call forwarding is not available on shared lines.

1 Optional feature. Must be configured from the call server.
2 Dependant on call server configuration.
3 Behavior will vary if this feature is configured from the call server.
CALL LISTS
From the idle screen, press for Speed Dial, or for Received Calls, or for Placed Calls. Or, press then select Features > Call Lists > Missed Calls, Received Calls, or Placed Calls. Call information will be displayed. Select a call and press to dial the number. You can also Delete the entry, Save the contact information, or see Info about the call.

CUSTOMIZING YOUR PHONE CONTACT DIRECTORY
To add a contact in your local phone directory:
1. Press the soft key, and then select <New Entry> and Contacts can be easily added from Call Lists. For more information, see the CONTACT DIRECTORY section.
2. Press the connect soft key, and then follow voice prompts.

PHONE LOCK
Lock your phone with a user password to prevent unauthorized access.

To lock the phone:
1. Press , and then select Basic > Lock Phone.
2. Chose to Allow ringing when I... (locked) or enable DND when locked for incoming calls.
3. Press the Lock soft key to confirm.

To unlock the phone:
1. Press the Unlock soft key
2. Enter the user password and press enter.

SPEED DIALING
To assign a speed dial index, see the CONTACT DIRECTORY section.
To dial a contact assigned to a line key, press the corresponding line key. You can also enter <XX#>, where XX is a valid speed dial index from 1 to 99, and then press the Dial soft key to call the corresponding speed dial contact.

CONTACT DIRECTORY
To add a contact in your local phone directory:
1. Press the Dir soft key, and then select <New Entry>
2. Press to enter a contact into the phone’s database.
3. Enter first name from the dial pad.
4. Press the Ok or Cancel soft keys to accept or cancel changes.
5. Press to display the next field in the contact's entry.
6. Repeat steps 2 through 5 to enter last name and a unique contact phone number (not already in the directory).
7. Change the other fields as desired.
8. Press to end data entry.
9. Press the Yes or Cancel soft keys to accept or cancel changes.

DISTINCTIVE RINGING/CALL TREATMENT
You can set distinctive incoming ringing tones for different contacts in your local directory.

To set a distinctive ring for a local contact:
1. Press the Dir soft key.
2. Search for the contact (see the CONTACT DIRECTORY section).
3. Press the Edit soft key, then scroll down to Ring Type and press to edit it.
4. Using or , select the desired ring tone.
5. Press the Ok soft key to accept the change, and then press twice to return to the idle screen.

HEADSET MEMORY MODE
For frequent or full-time headset users, there is an option to default all calls to the headset.

To enable Headset Memory Mode:
1. Press and select Settings followed by Basic, Preferences, Headset, and Headset Memory.
2. Scroll down to Enable and press to select it, and then press to return to the idle screen.

To disable Headset Memory Mode: Repeat steps 1 and 2, but select Disable.

AUDIBLE RINGER
You can select the default alerting destination for incoming calls.

To change the audible ringer:
1. Press , and then select Basic > Preferences > Audible Ringer.
2. Press the Edit soft key and make the necessary changes.
3. Press to end data entry
4. Press the Yes soft key to accept your changes, then press twice to return to the idle screen.

HEADSET MEMORY MODE
For frequent or full-time headset users, there is an option to default all calls to the headset.

To enable Headset Memory Mode:
1. Press and select Settings followed by Basic, Preferences, Headset, and Headset Memory.
2. Scroll down to Enable and press to select it, and then press to return to the idle screen.

To disable Headset Memory Mode: Repeat steps 1 and 2, but select Disable.

AUDIBLE RINGER
You can select the default alerting destination for incoming calls.

To change the audible ringer:
1. Press , and then select Basic > Preferences > Audible Ringer.
2. Press the Edit soft key and make the necessary changes.
3. Press to end data entry
4. Press the Yes soft key to accept your changes, then press twice to return to the idle screen.

RING TYPE
You can select different rings to match your preferences and distinguish between calls on lines.

To change the incoming ring:
1. Press , and then select Settings > Basic > Ring Type.
2. Scroll to highlight the desired ring type. Press the Play soft key to hear it.
3. Press or the Select soft key to accept the highlighted ring type, and then press to return to the idle screen.

If you select Silent ring, press the Line key or Answer soft key to answer incoming calls.

HEADSET MEMORY MODE
For frequent or full-time headset users, there is an option to default all calls to the headset.

To enable Headset Memory Mode:
1. Press and select Settings followed by Basic, Preferences, Headset, and Headset Memory.
2. Scroll down to Enable and press to select it, and then press to return to the idle screen.

To disable Headset Memory Mode: Repeat steps 1 and 2, but select Disable.

AUDIBLE RINGER
You can select the default alerting destination for incoming calls.

To change the audible ringer:
1. Press , and then select Basic > Preferences > Audible Ringer.