



## Layout & features

Numbered keys on the diagram match the legend below. Page 2 walks through every common task step-by-step.

### TWO-PAGE REFERENCE

### KEY LEGEND

- |   |   |
|---|---|
| <p><b>1 Power LED Indicator</b><br/>Indicates call, message &amp; system status</p> <p><b>2 Phone Screen</b><br/>Calls, messages, soft keys, time &amp; date</p> <p><b>3 Line Keys</b><br/>Access your phone lines &amp; features</p> <p><b>4 Soft Keys</b><br/>Context-sensitive; labels change with task</p> <p><b>5 Feature Keys</b><br/>Message · Headset · Mute · Page</p> <p><b>6 Keypad</b><br/>Digits, letters &amp; special characters</p> <p><b>7 Hold Key</b><br/>Place a call on hold or resume</p> | <p><b>8 Transfer Key</b><br/>Transfer a call to another party</p> <p><b>9 Redial Key</b><br/>Redials a previously dialled number</p> <p><b>10 Speakerphone Key</b><br/>Toggles hands-free operation</p> <p><b>11 Reversible Tab</b><br/>Secures handset when wall-mounted</p> <p><b>12 Speaker</b><br/>Ringer &amp; speakerphone audio output</p> <p><b>13 Navigation · OK</b><br/>Scroll menus; confirm or answer calls</p> <p><b>14 Volume Key</b><br/>Adjust handset, headset &amp; speaker volume</p> |
|---|---|

## A PLACE A CALL

### Using the handset

1. Pick up the handset.
2. Enter the number, then press the **Send** soft key.

### Using a headset

1. Press **Headset** to activate headset mode.
2. Enter the number, then press **Send**.

### Using the speakerphone

1. With the handset on-hook, press **Speaker**.
2. Enter the number, then press **Send**.

## E VOICEMAIL

1. Press the **Vicemail** icon or dial **777**.
2. When prompted, enter your **PIN** and press **#**.

## I VOLUME & MUTE

### Volume

Use the **- / +** rocker:

- While idle — sets **ringer** volume.
- During a call — sets the active **handset / headset / speaker**.

### Mute

Press **Mute** to mute or un-mute the active call. The mute key glows red while muted.

## B ANSWER OR END A CALL

**Handset:** lift to answer, replace to end (or press **End Call**).

**Headset:** press **Headset**.

**Speakerphone:** press **Speaker**.

### Reject an incoming call

Press the **Reject** soft key to send the caller straight to voicemail.

Tip: alternate between handset, headset and speaker mid-call by pressing the matching key.

## F DO NOT DISTURB (DND)

### Enable DND

1. Press the **DND** soft key when the phone is idle.
2. A **DND** indicator appears in the LCD status bar — incoming direct calls go straight to voicemail if configured.

### Disable DND

Press **DND** again. The status indicator clears.

## J HEADSET & SPEAKERPHONE

### Headset mode

With a headset connected, press **Headset**. The key glows green; calls route through the headset.

### Speakerphone

Press **Speaker** at any point to switch to hands-free.

## C HOLD & RESUME

### Place on hold

Press **Hold** or the **Hold** soft key during an active call.

### Resume

Press **Hold** again or the **Resume** soft key.

### Multiple calls on hold

Use **▲▼** to choose the held call, then press **Resume**.

## G CALL FORWARD

1. Press **Menu**.
2. Select **Features**, then **Call Forward**.
3. Choose **Always**, **Busy**, or **No Answer**.
4. Enter the destination number.
5. For **No Answer**, use **▲▼** to set the ring delay.
6. Press **Save**.

Tip: This affects direct calls to the user only — not Ring Groups or Call Queues.

## D TRANSFER A CALL

### Attended transfer (announce first)

1. Press **Transfer** during the call.
2. Enter the number, then press **#**.
3. Announce the caller, then press **Transfer** or **Transfer**.

### Blind transfer (no announcement)

1. Press **Transfer** during the call.
2. Enter the destination number.
3. Press **B Transfer**.

## H CALL HISTORY & REDIAL

### Redial last number

Press **Redial** twice from idle.

### From the placed-calls list

1. Press **Redial** once.
2. Use **▲▼** to highlight an entry.
3. Press **Redial** or **Send**.

### All call history

Press **History** to see Placed, Received and Missed.