



## 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 Touch Screen</b><br/>Calls, messages, soft keys, time &amp; date</p> <p><b>3 Headset Key</b><br/>Toggle headset mode on or off</p> <p><b>4 Mute Key</b><br/>Toggle the microphone on or off</p> <p><b>5 Redial Key</b><br/>Redial a previously dialled number</p> <p><b>6 Speakerphone Key</b><br/>Toggle hands-free mode</p> <p><b>7 Keypad Keys</b><br/>Enter numbers, letters &amp; menu shortcuts</p> | <p><b>8 Reversible Tab</b><br/>Secures handset when wall-mounted</p> <p><b>9 Speaker</b><br/>Ringer &amp; speakerphone audio output</p> <p><b>10 Transfer Key</b><br/>Transfer a call</p> <p><b>11 Hold Key</b><br/>Place a call on hold or resume</p> <p><b>12 Message Key</b><br/>Access your voice messages</p> <p><b>13 Volume Key</b><br/>Adjust handset, headset &amp; speaker volume</p> <p><b>14 Alarm Key</b><br/>Long press to trigger alarm</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 **Voicemail** 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.