



## Placing a Call

### Using the Handset:

1. Pick up the handset.
2. Enter the 10 digit number, and then press **Send**.

### Using the Speakerphone:

1. With the handset on-hook, press .
2. Enter the 10 digit number, and then press **Send**.

### Using the Headset:

1. With the headset connected, press  to activate the headset mode.
2. Enter the 10 digit number, and then press **Send**.

**Note:** During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the HEADSET key, the Speakerphone key or by picking up the handset. Headset mode requires a connected headset.

## Answering a Call

### Using the Handset:

Pick up the handset.

### Using the Speakerphone:

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

### Using the Headset:

Press .

## Ending a Call

### Using the Handset:

Hang up the handset or press **End Call**.

### Using the Speakerphone:

Press  or press **End Call**.

### Using the Headset:

Press **End Call**.

## Redial

Press  to enter the Placed Calls list, then select the desired entry.

Press  twice when the phone is idle to dial out the last dialed number.

## Call Mute and Un-Mute

Press  to mute the microphone during a call.

Press  again to un-mute the call.

## Call Hold and Resume

### To Place a Call on Hold:

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

### To resume the call, do one of the following:

If there is only one call on hold, press  or **Resume**.

If there is more than one call on hold, select the desired call, and then press  or **Resume**.

## Call Transfer

### You can transfer a call in the following ways:

#### Blind Transfer

1. Press  or **Transfer** during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press  or **B Transfer**.

#### Attended Transfer

1. Press  or **Transfer** during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press **Send**.
3. Press  or **Transfer** when the second party answers.

## Call Forward

### To Enable Call Forward:

1. Navigate to **Menu -> Features -> Call Forward**.
2. Select the desired forward type:
  - a. **Always Forward** - Incoming calls are forwarded unconditionally.
  - b. **Busy Forward** - Incoming calls are forwarded when the phone is busy.
  - c. **No Answer Forward** - Incoming calls are forwarded if not answered after a period of time.
3. Enter the number you want to forward to. For **No Answer Forward**, select the desired ring time to wait before forwarding from the **After Ring Time** field.
4. Press **Save** to accept the change.

## Conference Call

1. Press **Conference** during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press **Conference**.
3. Press **Conference** again when the second party answers.  
All parties are now joined in the conference.

## Speed Dial

### To Configure a Speed Dial Key:

1. Navigate to **Menu -> Features -> Dsskey**.
2. Select the desired DSS key.
3. Select **Speed Dial** from the **Type** field, select the desired line from the **Account ID** field, enter a label in the **Label** field and then enter the number in the **Value** field.
4. Press **Save** to accept the change.

### To Use the Speed Dial Key:

Press the speed dial key to dial out the preset number.

## Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

### To Listen to Voice Messages:

1. Press  or **Connect**.
2. Follow the voice prompts to listen to your voicemail messages.

## Customizing Your Phone

### Call History:

1. Press **History**.
2. Select an entry from the list.
3. Tap  after the desired entry, and then you can do the following:
  - Press **Send** to call the entry.
  - Press **Delete** to delete the entry from the list.
  - Press **Edit** to edit the entry before calling.
  - Press **Add** to add the entry to the local directory.
  - Press **Blacklist** to add the entry to the blacklist.

## Contact Directory

### To Add a Contact:

1. Press **Directory**.
2. Press **Add** to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press **Save** to accept the change.

### To Edit a Contact:

1. Press **Directory**.
2. Press  after the desired entry.
3. Edit the contact information.
4. Press **Save** to accept the change.

### To Delete a Contact:

1. Press **Directory**.
2. Press  after the desired entry and then press **Delete**.
3. Press **OK** when the LCD screen prompts “Delete selected item?”

**Note:** You can add contacts from call history easily. For more information, refer to **Call History** on page 4.

## Volume Adjustment

Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.

Press  when the phone is idle or ringing to adjust the ringer volume.

Press  to adjust the media volume in the corresponding screen.

## Ring Tones

1. Navigate to **Menu -> Basic -> Sound -> Ring Tones**.
2. Select **Common** or the desired account.
3. Select the desired ring tone.
4. Press **Save** to accept the change.