

How the keys work:

Function Keys:

There are five programmable function keys available that can individually perform one of three functions:

1. Speed Dial
2. Dial Voicemail
3. Do Not Disturb

Note: "Voicemail" and "Do Not Disturb" function can only be assigned to one function key.

Menu Button:

Used to view/change configuration settings on the phone.

DC Power Input

(AC Adapter is optional)

Headset Jack

(Headset is optional)

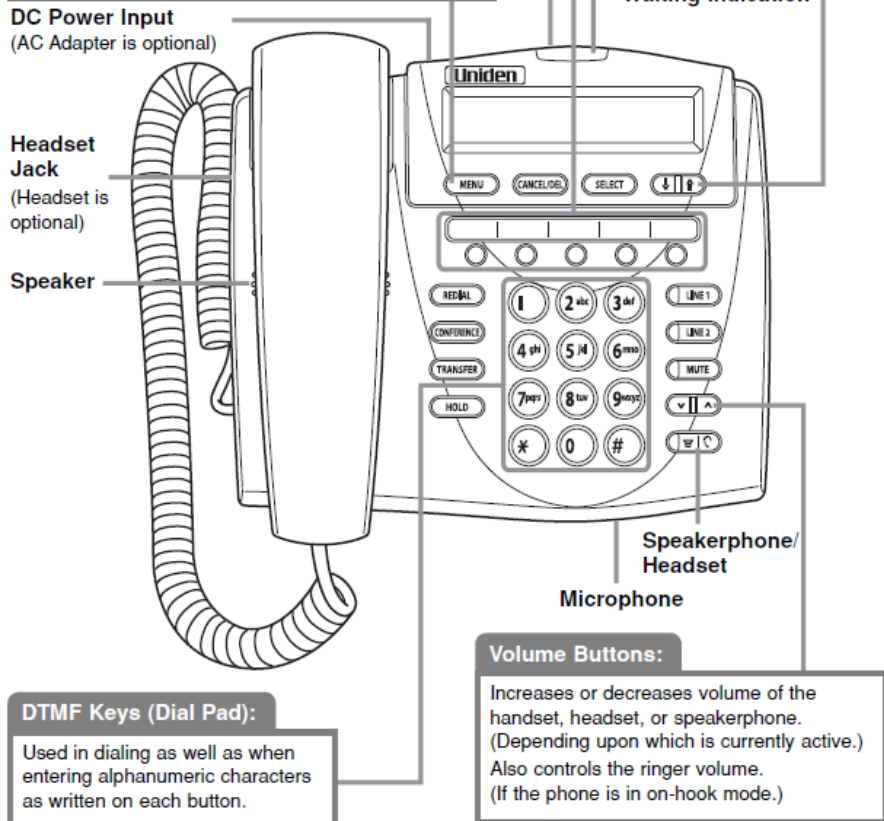
Speaker

↑ and ↓ Buttons:

- Used for scrolling through menu options and editing entries.
- The ↓ key is also used as a shortcut key for accessing the phone book.

LAN Connector

Message Waiting Indication



DTMF Keys (Dial Pad):

Used in dialing as well as when entering alphanumeric characters as written on each button.

Volume Buttons:

Increases or decreases volume of the handset, headset, or speakerphone. (Depending upon which is currently active.) Also controls the ringer volume. (If the phone is in on-hook mode.)

Operation:

1. How to use the handset and speakerphone:

- To place and answer calls on the phone, simply lift the handset.
- To place and answer calls using the speakerphone, simply press the **☒** **☒** button.
- To change from handset to speakerphone, press the **☒** **☒** button and hang up the handset.
- To change from speakerphone to handset, simply lift the handset.

2. Adjusting the handset and speakerphone volume:

- To increase or decrease the volume of your handset and speakerphone, lift the handset or press the speakerphone button first and press the up (**▲**) / down (**▼**) volume control button.

3. Adjusting the ringing volume:

- To increase or decrease the volume of your ringer, just press the up (**▲**) / down (**▼**) volume control button while the phone is on hook.

4. Muting a call:

- While in a call, you can press the **MUTE** button to mute the handset or speakerphone, preventing the party you are speaking to from hearing what you or someone else in the room is saying.
- To return normal, press the **MUTE** button again.

5. Redialing the last number dialed:

- To redial the most recently dialed number, simply press the **REDIAL** button while the phone is off hook.

6. Set Time/Date:

- Press the **MENU** button.
- Go to **Configuration** → **Phone Configuration** → **Local Date/Time** and then follow the LCD prompts for setting the time.

7. How to use multi line:

- Before picking up the handset, you can select either **LINE 1** or **LINE 2** by pressing the corresponding line button.
- To make a second call, you must first put the active call on hold by pressing the **HOLD** button. Then, select the idle line by pressing the line selection button.

8. Setting up the voice mail function key:

- Press the **MENU** button.
- Go to **Configuration** → **Phone Configuration** → **Function Key**.

- You will be prompted to "Press Function Key". Press a function key.
- Select **Voice Mail** in the proceeding menu and enter the voice mail number when prompted.

Note: The voice mail calling function may only be assigned to one function button.

9. Setting up Speed dial:

- Press the **MENU** button.
- Go to **Configuration** → **Phone Configuration** → **Function Key**.
- You will be prompted to "Press Function Key". Press a function key.
- Select **Speed Dial** in the proceeding menu and enter the speed dial number when prompted.

10. Setting up Do Not Disturb:

- Press the **MENU** button.
- Go to **Configuration** → **Phone Configuration** → **Function Key**.
- You will be prompted to "Press Function Key". Press a function key.
- Select **Do Not Disturb (DND)** in the proceeding menu.

Note: The Do Not Disturb function may only be assigned to one function button.

11. Transferring a Call:

Blind Transfer

- After receiving a call, press the **TRANSFER** button.
- Dial the extension you wish to transfer the call to.
- Upon hearing the line ringing, hang up to complete the transfer.

Supervised Transfer

- After receiving a call, press the **TRANSFER** button.
- Dial the extension you wish to transfer the call to.
- If the called party accepts the transfer, simply hang up.
- If the called party rejects the transfer and hangs up, follow the voice guided menu and press **4** to return to the initial caller.

12. 3 Way Conference Call:

- After connecting with the first calling party, press the **CONFERENCE** button.
- Press the **#** button, and dial the extension of the second calling party.
- After connecting to the second calling party press the **CONFERENCE** button and then **5** to start the conference call.

Note: In order to select the desired function, please scroll using ↑ and ↓ button then press SELECT key.