

## BASIC DEVICE FUNCTIONS / Step-by-step Instructions for Users



- |                          |            |                   |              |
|--------------------------|------------|-------------------|--------------|
| 1 Programmable Keys      | 5 End Call | 9 Speaker/Headset | 13 Voicemail |
| 2 User Interface/Display | 6 Redial   | 10 Handset        | 14 Settings  |
| 3 Softkeys               | 7 Hold     | 11 Contacts       | 15 Volume    |
| 4 Navigation/Select      | 8 Mute     | 12 Call History   | 16 Keypad    |

### Make a Call

Lift handset **10** or dial **9** **16**  
Dial the number

### End a Call

Replace the handset **10** or  
Press **END CALL** softkey **3** or  
Press **END CALL** **5**

### Answer a Call

Lift handset **10** or press **ANSWER** **9**

### Redialing

Press **REDIAL** softkey **3** once or  
Press **REDIAL** **6** twice to call last dialed #  
Press **REDIAL** **6** once to access **CALL HISTORY**  
Use up **▲** and down **▼** navigation keys **4**  
to scroll recent call list  
Press **SELECT** button **4** or **DIAL** softkey **3**

### Muting

Press **MUTE** **8** to mute handset, headset,  
or speaker.  
Press **MUTE** **8** to unmute

### Holding and Resuming

Press **PAUSE** **7** to hold  
**||** icon flashes on respective **LINE** key  
Press **||** to resume call. Must be on page 1  
to resume call.

### Transfer a Call

Press **TRANSFER** softkey **3** Call is on hold **||**  
Dial the number **16** press **TRANSFER**  
softkey **3** or hang up to connect

### Program a Speed Call Key

Press and hold programmable key **1** (up  
to 5 seconds) until **LABEL NAME** field is  
displayed **2**  
Enter a label in **LABEL NAME** field **2**  
Press down **▼** navigation key **4** to move to  
the **NUMBER** field and enter the # using  
the keypad **16**  
Press **SAVE** softkey **3**

### Call Forward - Main Number

Dial #77, your 7-digit main number, 9, 1, area code  
and 7-digit number you want to forward to **16**

### Call Forward - Extension or DID

Dial #77, your 4-digit extension number  
followed by a 4-digit extension number or  
9, 1, area code and 7-digit number **16**

### Cancel Call Forward

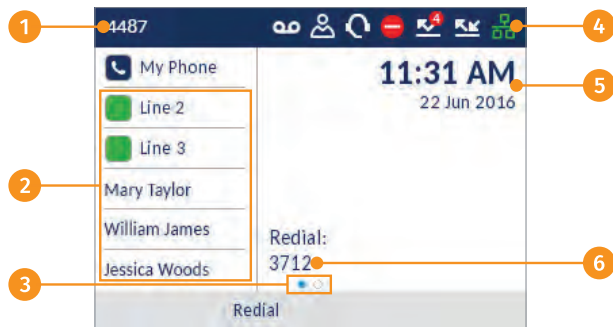
Dial \*77 followed by 7-digit main number or  
4-digit extension number **16**

### Voicemail

Voicemail message is indicated by **VM** icon  
displayed in User Interface **2**  
Press **VOICEMAIL** **13** to access voicemail (follow  
prompts)

### Conference a Call

Press the **ADD USER** softkey **3**  
Dial the number  
Wait for an answer, and press **JOIN CALLS**  
softkey **3**  
Repeat these steps to include up to  
7 other callers



## USER INTERFACE / LCD Display

- |                                    |                      |
|------------------------------------|----------------------|
| 1 Your Directory Number            | 4 Status Indicators  |
| 2 Programmable Keys                | 5 Time/Date          |
| 3 Programmable Keys Page Indicator | 6 Last Number Dialed |

## STATUS INDICATORS / Displayed in User Interface

- |  |                       |  |                   |
|--|-----------------------|--|-------------------|
|  | Network Connected     |  | Do Not Disturb    |
|  | Attempting Connection |  | Headset Connected |
|  | Disconnected          |  | Hotdesk User      |
|  | Call Forward Always   |  | Voicemail Pending |
|  | Missed Calls          |  |                   |