



Key	Function during text input	Function when held down
	Write special characters	Deactivate the ring tone.
	Switch between upper/lower case and digit entry.	Activate telephone lock.

*(Below icons appear on Display Screen when feature is activated)*

Icon	EXPLANATION
	You have received one or more NEW MESSAGES
	One or more new entries have been added to the CALL LIST
	CALL FORWARDING is active
	The DO NOT DISTURB Function is active
	The PHONE LOCK is active

<p><b>SOFT KEY OPTIONS DURING INCOMING CALL</b></p> <p><i>WHILE TELEPHONE IS RINGING</i></p>	<p><b>Accept</b> – Press the Soft Key “<b>Answer</b>” to answer call via speaker</p> <p><b>Deflect</b> – Press the Soft Key “<b>Deflect</b>” Type desired destination number and <b>OK to Redirect</b> incoming call</p>
<p style="text-align: center;"><b>FEATURE</b></p>	<p style="text-align: center;"><b>NAVIGATION BLOCK/Button Options</b></p>
<p><b>ANSWERING A CALL</b></p> <p>via Handset Speaker Button or Headset Button</p>	<p>While telephone is ringing – Lift <b>Handset</b></p> <p><b>OR</b></p> <p>Press the <b>Speaker</b> button. (Speaker LED will illuminate)</p> <p><b>OR</b></p> <p>Press the <b>Headset</b> button (Headset LED will illuminate)</p> <p> (icon appears in display during active call)</p>
<p><b>PLACING A CALL</b></p> <p><i>NOTE: All telephones have a “hot” keypad that allows immediate dialing without lifting receiver. This will automatically activate the SPEAKER option on each telephone. To move a call from speaker to handset, simply lift handset.</i></p>	<p>EXTERNAL CALLS:</p> <ul style="list-style-type: none"> <li>• Dial the external telephone number and press <b>OK</b></li> </ul> <p>INTERNAL CALLS:</p> <ul style="list-style-type: none"> <li>• Dial the four digit extension number only and press <b>OK</b></li> </ul>
<p><b>REDIAL</b></p> <p><i>Enables user to select from their Redial list an internal/external number dialed</i></p>	<ul style="list-style-type: none"> <li>• Get Dial tone</li> <li>• Press the Soft Key for “<b>Redial</b>”</li> </ul>
<p><b>HOLD</b></p> <p></p> <p><i>Place a caller on hold at your extension, retrievable only by user</i></p> <p><i>The HOLD ICON will appear in the display and the HOLD button LED will stay illuminated as the call is holding</i></p> <p><b>NONKEYSETS</b> –Extension number appears on the telephone display</p> <p><b>KEYSETS</b> – Extension number appears on a sensor key</p>	<p><b>NONKEYSETS</b></p> <ul style="list-style-type: none"> <li>• While connected to the caller, press the <b>HOLD</b> button (The <b>HOLD LED</b> will illuminate and the <b>HOLD ICON</b> will appear on the display next to the held caller's telephone number indicating held call)</li> </ul> <p><b>NOTE: If using handset, place the handset on the desk, not in the cradle during hold.</b></p> <p><b>To take the call OFF of HOLD</b></p> <ul style="list-style-type: none"> <li>• Press the lit <b>HOLD</b> button</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Replace handset in cradle. This will create a “ring-back” (caller does not hear ring-back)</li> <li>• <b>Lift receiver</b> to reconnect to held call</li> </ul> <p><b>KEYSETS</b></p> <ul style="list-style-type: none"> <li>• While connected to the caller, press the <b>EXTENSION SENSOR</b> key (Extension will blink to indicate HELD CALL)</li> </ul> <p><b>To take the call OFF of HOLD</b></p> <ul style="list-style-type: none"> <li>• Press the <b>blinking EXTENSION SENSOR</b> key</li> </ul>
<p><b>TRANSFER</b></p> <p><i>Blind or Warm Transfer</i></p>	<ul style="list-style-type: none"> <li>• <i>During a call,</i> press the <b>TRANSFER</b> button</li> <li>• Dial the desired extension number and press <b>OK</b></li> <li>• When party answers, announce the call and <b>Hang up</b></li> </ul> <p>If the party does not answer or does not want to join:</p> <ul style="list-style-type: none"> <li>• Press the Soft Key for “<b>Drop and Return</b>” to disconnect current connection and return to held call</li> </ul>
<p><b>CONSULT</b></p> <p><i>To place current call on soft hold and make a 2<sup>nd</sup> call</i></p>	<ul style="list-style-type: none"> <li>• <i>Press the Soft Key for “Consult”</i></li> <li>• Dial the desired telephone number and press <b>OK</b></li> <li>• If the party does not answer or does not want to join:</li> <li>• Press the Soft Key for “<b>Drop and Return</b>” to disconnect current connection and return to held call</li> <li>• To <b>TOGGLE</b> between the two parties, press the Soft Key for “<b>Alternate</b>”</li> </ul>
<p><b>CONFERENCE</b></p> <p><i>To join up to 10 parties together on a call</i></p>	<ul style="list-style-type: none"> <li>• <i>During a call,</i> press the <b>CONFERENCE</b> button</li> <li>• Dial the desired telephone number and press <b>OK</b></li> <li>• Once party answers, press the <b>CONFERENCE</b> button to join all parties</li> </ul>
<p><b>MUTE</b></p>	<ul style="list-style-type: none"> <li>• Press the <b>Mute</b> button</li> </ul>

FEATURE	NAVIGATION BLOCK/Button Options
<p>To temporarily deactivate the microphone on the handset or speakerphone</p>	<ul style="list-style-type: none"> <li>• The light on Mute button will illuminate to ensure feature is activated.</li> <li>• To Deactivate mute, press the lit <b>Mute</b> button</li> <li>• The light on the Mute button will deactivate</li> </ul>
<p><b>RINGER CUTOFF</b></p> <p>To disable the RINGER but allow incoming calls</p> 	<p><b>To DEACTIVATE ringer</b></p> <ul style="list-style-type: none"> <li>• Press the Soft Key for “<b>Ringer Off</b>” OR</li> <li>• Press and hold the ASTERISK * button located on the keypad for approx. 3 seconds</li> </ul> <p><b>To ACTIVATE ringer</b></p> <ul style="list-style-type: none"> <li>• Press the Soft Key for “<b>Ringer On</b>” OR</li> <li>• Press and hold the ASTERISK * button for approx. 3 seconds</li> </ul>
<p><b>FORWARD</b></p> <p>To temporarily redirect your calls to another station</p>	<ul style="list-style-type: none"> <li>• Press the <b>FORWARD</b> button</li> <li>• Press the Soft Key “<b>Settings</b>”</li> <li>• Select between All Calls, Busy, or Ring No Answer</li> <li>• Press Soft Key “<b>Enter Destination</b>”</li> <li>• Dial the destination and press Soft Key “<b>Save</b>”</li> </ul> <p><b>To Cancel Forwarding:</b></p> <ul style="list-style-type: none"> <li>• Press the <b>FORWARD</b> button</li> </ul>
<p><b>CALL LOG/LIST</b></p>  <p>The Call Log button will flash if you have a missed call. Once the list is viewed, the LED will deactivate.</p> <p>Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.</p> <p>Multiple calls from the same number are only listed once. The number of call attempts is logged in the “Details” context Menu..</p>	<p><b>TO ACCESS A NUMBER FROM YOUR CALL LOG/LIST:</b></p> <ul style="list-style-type: none"> <li>• <b>From Idle Menu</b>, Press the <b>Call Log</b> button</li> <li>• Press the <b>Call Log</b> button to open/scroll Between the following: MISSED, DIALED, RECEIVED or FORWARDED calls</li> <li>• Scroll ⬆ and select a number from the list</li> <li>• Press the Soft Key “<b>Dial</b>” to place the call</li> </ul>
<p><b>TO PROGRAM A BUTTON ON TELEPHONE</b></p> <p>IF a 1-touch speed dial number is desired, be sure to select <i>Selected Dialing</i> in the <i>Normal</i> field</p>	<ul style="list-style-type: none"> <li>• Press and hold down the button you wish to program</li> <li>• Press <b>OK</b> at Program Key prompt</li> <li>• Press <b>OK</b> or soft key “<b>Edit</b>”</li> <li>• Choose between “Normal” and “Shifted” fields</li> <li>• Select the desired feature/function (for a speed dial, select “Selected Dialing”) press <b>OK</b></li> <li>• Scroll ⬆ down to the <b>Label</b> Field and press <b>OK</b> to edit the Label</li> <li>• Scroll ⬆ down to <b>Settings</b> and press <b>OK</b></li> <li>• Type number for the system to speed dial and press <b>OK</b></li> <li>• Press the Soft Key for “<b>Save &amp; Exit</b>”</li> <li>• Press the <b>PHONE</b> button to return to Phone Mode.</li> </ul>
<p><b>PREVIEW (KEYSETS)</b></p> <p>Preview the caller ID of a caller that is on hold or ringing on another line without connecting to the caller</p>	<ul style="list-style-type: none"> <li>• Press the <b>PREVIEW</b> button (LED will light when active)</li> <li>• Press the line the call is ringing or holding on to identify the caller</li> </ul>
<p><b>AUDIO SETTINGS</b> 🎵</p> <ul style="list-style-type: none"> <li>• Press the <b>SERVICES</b> Button</li> <li>• Select <b>USER</b> menu and press <b>OK</b> (if required, dial the VoIP phone password [given in training] and press <b>OK</b>)</li> <li>• Scroll ⬆ to and select <b>Audio</b></li> <li>• Scroll ⬆ to and select <b>Settings</b></li> <li>• Scroll ⬆ to and select <b>Ringer Melody</b> and press Soft Key to “<b>Edit</b>”</li> <li>• Scroll ⬆ to and select tone 1 thru 8</li> <li>• Select <b>Save &amp; Exit</b> and press <b>OK</b></li> </ul>	