






AUDIO FEATURES

ADJUSTING THE RINGER VOLUME









-  While the phone is not on a call, press the **Up** or **Down** Volume keys to hear a sample ring.
-  As the ring plays, press the **Up** or **Down** Volume keys to adjust volume to the desired level.
-  To save the ring volume setting, press the **Settings** button and then press the **Save** soft key.

ADJUSTING THE HANDSET, SPEAKERPHONE AND HEADSET VOLUME

-  During a call, press the **Volume** key to increase or decrease the volume of your **Handset**, **Speakerphone** or **Headset**.
-  To save the volume setting press the **Save** soft key.










Note: The volume setting will only be changed for the option being used.

CHANGING THE LCD CONTRAST



-  Press the **Settings** button.
-  Use the  scroll bar to highlight Contrast in the **Settings** menu.
-  Press the **Select** soft key to select the **Contrast** option.
-  Press the  scroll bar to set **LCD** contrast.
-  Press the OK soft key to accept the changes.
-  Press the Save soft key to save the new contrast setting and exit the Settings menu.

Note: The ringer type, ringer volume and LCD contrast changes will be held in the system memory. These changes will be lost, however, if there is a power outage. In this case, simply follow the above steps and make sure you save your changes.

CHANGING A RINGER TYPE

-  Press the **Settings** button.
-  Use the  scroll bar to highlight Ring Type in the **Settings** menu.
-  Press the **Select** soft key to display a list of Ring Types.
-  Press the  scroll bar to highlight one of the available Ring Types.
-  Press the Play soft key to hear a Ring Type.
-  Press **Select** and then press the OK soft key to choose the Ring Type.
-  Press the **Save** soft key to save your selection and exit to return to the main menu.

MUTE




-  Press the Mute button.
-  To disengage mute, press Mute again.

Note: If you are using mute along with the speakerphone, lifting the handset will disengage mute.

If you have any questions or need further assistance, please call the Help Desk at x2323

BASIC FEATURES

ADJUSTING HEIGHT OF FOOTSTAND

-  Firmly press in the footstand adjustment knob on the right-hand side of the phone.
-  With the button depressed, adjust the footstand to the desired height.
-  Release the footstand adjustment knob.

PLACING A CALL




There are six options for placing a call:

- Lift the **Handset** and dial the number. **OR**
- Press a **Line** button and dial the number. **OR**
- Press the **Speaker** button and dial the number. **OR**
- Press the **Headset** button and dial the number. **OR**
- Press the **NewCall** soft key and dial the number. **OR**
- Press the **Speed Dial** button and the number you have preprogrammed will automatically dial.

INTERNAL CALLING

-  Dial the 4-digit extension number

EXTERNAL CALLING

-  Local: Dial 9 + Number
-  Long Distance: Dial 9 + 1 + Area Code + Number
-  Emergency: Dial 9+911 or 911

ANSWERING A CALL

There are four options for answering a call:

- Lift the **Handset**. **OR**
- Press the **Answer** soft key. **OR**
- Press the **Speaker** button. **OR**
- Press the **Headset** button.

ENDING A CALL

There are three options for ending a call:





- Hang up the **Handset**. **OR**
- Press the **EndCall** soft key. **OR**
- Press the **Speaker** button.

SOFT FEATURES

Note: Critical to the Soft Features functionality is the line associated with the top button's programming. For the Soft Features to work, the top line must be the Individual's personal incoming line.

TRANSFER






While on an active call:

-  Press the **Transfer** soft key.
-  Dial the number to which you are transferring the call.
-  When you hear ringing, press **Transfer** again (this is a BLIND transfer), **OR** when the party answers, you may announce the call and press **Transfer** (this is a WARM transfer).
-  Hang up to end your participation in the call.

Note: To get the caller back, simply press the Line button again.





TRANSFER A CALL TO VOICEMAIL

To transfer an active call to Voicemail without ringing the extension:

-  Press **TRNSFR**
-  Press **Message** button
-  Press **#**
-  Enter **4-digit** extension and **#2**
-  Press **TRNSFR**

PARKING A CALL



Park a call when you want to store a call and retrieve the call from another phone.

-  While on an active call.
-  Press the **more** soft key until you see the **Park** tab.
-  Press **Park**. The LCD screen displays the special call park number at which the call is stored.
-  Make a note of the call park number, then hang up. The call is parked at that number, allowing you to retrieve it from another phone.

RETRIEVING A PARKED CALL

-  To retrieve the parked call from any phone dial the call park number at which the call is parked.



CALL HOLD

-  During an active call, press the Hold soft key.
-  To return to the call, press the Resume soft key.


FORWARD

Before using this feature, please be certain that the top button on your phone has your personal incoming extension listed. This feature allows calls to your primary extension to be redirected to another extension number (i.e. another phone or to voicemail). You can forward incoming calls to an IP phone or a non-IP phone.



To forward incoming calls:

-  Press the C fwdAll soft key.
-  Dial extension number to where you want your calls directed.

To cancel forward:

-  Press C fwdAll soft key.





LAST NUMBER REDIAL

-  Lift the Handset and press the Redial soft key. **OR**
-  Press the Redial soft key to place the call via Speakerphone.

INFORMATION FEATURES






ACCESSING ONLINE HELP

There are three options for accessing online help.

-  Press the **i** button and then press any key to display help for that key. **OR**
-  Press the **i** button twice quickly to display information about the selected feature. **OR**
-  Press the **i** button twice quickly during an active call to view network statistics about the active call.
-  Press **Exit** to end the Help mode.

CALL HISTORY

Call History gives you a list of missed calls, received calls or placed calls at your phone.


-  Press the **Directories** button to display the Directory menu.
-  Use the  scroll bar to highlight the desired call history option: Missed Calls, Received Calls, or Placed Calls.
-  Press the **Select** soft key to display the desired call history.
-  To speed dial a number, use the scroll bar to highlight the desired number and press the **Dial** soft key. (If you decide not to make the call, press the Exit soft key twice to exit the Directories menu.)

Note: If you have other extension numbers appearing on your phone, the missed call log will tell you about all calls missed on those lines, too, not just your primary extension.

With Call History, you will have the option to clear the history log. Selecting this option clears all calls in the Missed, Received, and Placed calls history. There is not a separate clear option for each area. The Clear Calls option clears all of the history options. For the history of incoming calls on a common line, such as a departmental main number, clearing the history on one phone does not clear the history on the other phones.

ACCESSING VOICEMAIL



The red light on your Handset lights up when you have a voicemail message on the voicemail of your primary extension number (the top button) and the LCD displays the number of messages you have received.


 Press the Messages button and follow the voice instructions.

Note: The LCD display will display a message that you have messages in your mailbox. If you have other users' extension numbers appearing on your phone, the LCD display will alert you of messages waiting in their mailboxes as well, even if your mailbox is empty.


MAKING CALLS FROM A CORPORATE DIRECTORY

 Press the **Directories** button.

 Use the  scroll bar to select Corporate Directory.

 Press the **Select** soft key to display the directory search options.

 Use the  scroll bar to select the search option: **First Name, Last Name, Number.**

 Use the numbers corresponding to the letters on the dialing pad to enter a name or number to find it in the directory.

Note: It is not necessary to enter a complete query to conduct a search. For example, entering J, a, and m could yield James Smith.

 Press the **Dial** soft key to speed dial a number from the Corporate Directory.