

Handset and Base Station

Quick Start Guide












What's Covered

- Overview of phone
- Turn On/Off
- Place and receive calls
- Place calls on hold
- Transferring Calls
- Parking a call
- Redial and viewing local call history
- Make a conference call
- Access your voicemail



Phone Keys

-  On-hook/Power. Powers handset off/on and returns to previous screen when on. Cancels actions and rejects incoming calls.
-  Confirms actions. Enters Main Menu.
-  Connects to Voicemail.
-  Mutes/unmutes Speaker.
-  Turns Speakerphone off/on. Switches between receiver, headset, hands-free.
-  Transfers calls.
- Left Softkey displays History.
- Right Softkey displays Line Status.
-  Increases/decreases Volume.
-  Scrolls through screen options.
-  Off-hook. Answers and places calls.



Turn Handset On/Off

To turn on handset, do *one* of the following:

- Press **On-hook**.
- Place handset in charger cradle.

To turn off handset:

- Long-press **On-hook/Power** key to return to Idle screen and turn off handset.



Place a Call

These call options are available when the handset is idle. For multiple Lines, press **Line first**.

To place a call directly, do *one* of the following:

- Enter a phone number and **OK, Speakerphone** or **Off-hook** to dial.
- Press **Speakerphone**. Enter a phone number and **OK, Speakerphone** or **Off-hook** to dial.



Place a Call Cont.

To place a call from the Redial list:

1. Press **Off-hook** and select a Contact.
2. Press **Off-hook** or **Speakerphone**.

To place a call to the last dialed number:

- Press **Off-hook** twice.



Hold and Resume a Call

Multiple calls can be on Hold.

To Hold an Active call:

- Press **Options > Hold**.

To Resume a Held call:

- Select the call.
- Press **Resume**, **Speakerphone** or **Off-hook**.

To switch between Active and Held calls:

- Press **Swap** if call is Active, or press up/down arrows.



Redial a Call

The **Redial** list stores recently dialed numbers. When the list is full, the oldest number is removed after a new number is dialed.

Redial options include:

- Press **Off-hook** twice to **Redial** the last number.
- Press **Off-hook** and select a previously dialed number. Press **Off-hook** or **Speakerphone** to dial.



Answer a Call

To answer a call, press one of the following keys:

- **Accept, Off-Hook, Speakerphone** or **OK**.

To answer a call while *on an Active call*, do one of the following:

- Press the down arrow key to select the incoming call.
- Press **OK, Off-hook, Speakerphone** or **Accept**. The Active call is placed on Hold and the incoming call becomes Active.



Forward a Call

The handset Forwards incoming calls on a per-line basis to another Line.

To enable Call Forward:

1. Press **OK** to access the **Main Menu > Call Features > Call Forward**.
2. Select a **Line** and **Forwarding Type**. (*Always, Busy, No Answer*).
3. Enter a forwarding number in the **Target** field and an **After Ring Time**, if required.
4. Press **Save**.

To disable call forwarding:

1. Select **Menu > Features > Call Forward** and a **Line**, if multiple Lines.
2. Select a **Forwarding Type > Enter > Disable > Save**.

Forward a Call with Find Me / Follow Me:

- Set up Find Me / Follow Me in Application Framework or the portal to forward calls.



End a Call

To end a call, press **On-hook**.



Transfer a Call

To **Transfer** an Active call:

- Blind Transfer - Press **TRAN**. Enter a number or Contact and **TRAN**.
- Attended Transfer - Press **TRAN**. Enter a number and **TRAN** after the call is answered.



Park a Call

If available, **Park** is used to place an Active call on Hold at one extension and pick it up at a different extension using **one** of the following methods:

Softkey method:

1. To **Park** an Active call, press the **Park** soft key.
2. To **Retrieve** a parked call, press the appropriate Line or key.

Code method:

1. While on an Active call, enter the appropriate **Park** code, e.g., 701.
2. Listen to the **Retrieval** code announcement, e.g., 701.
3. Press **Transfer**. The call is **Parked**.
4. From any local extension, dial the **Retrieval** code, e.g., 701, to retrieve the call.



Do Not Disturb

When **Do Not Disturb** is enabled, the phone does not ring, and calls follow the next step in the extension's Find Me/Follow Me rule. **(If find-me-follow- has been configured)**

To enable/disable Do Not Disturb with the phone:

1. Press **OK > Call Features > Do Not Disturb**.
2. Select a **Line** and **OK**.
3. From **Status**, select **Enabled/Disabled > Save**.



Local Call History

The **History** list holds up to 100 entries. Icons indicate Placed, Received, Missed or Forwarded calls. Press the left/right arrow keys to switch among call lists.

To view call History records:

1. Press **History**.
2. Select a record and **Option > Detail**.

To place a call from the call History:

1. Press **History** and select a **Contact**.
2. Press **Off-hook** or **Speakerphone**.



Conference Calls

The phone supports Conference calls with two other parties and multi-way network conferencing.

To initiate a Conference Call with two Contacts:

1. Place a call to the first party.
2. After the call connects, select **Options > Conference**.
3. Call the next Contact and select **Conf** to join the participants.

To create a Conference Call with an Active call and a Held call:

1. While on an Active call, select a Held call.
2. Select **Conf**.



Contact Directory

Note: Personal Contacts may be lost when firmware is updated.

To view Contacts:

- Navigate to **OK > Directory**.

To add a Contact:

1. Navigate to **OK > Directory > Options > New Contact**.
2. Enter the Name, Number and Mobile information and **Save**.

To edit a Contact:

1. Navigate to **OK > Directory**.
2. Select a Contact and **Options > Edit**.
3. Edit information and **Save**.

To delete a Contact:

1. Navigate to **OK > Directory**.
2. Select a Contact and **Options > Delete > Yes**.



Mute Microphone

Press **Mute** to enable/disable the phone's microphone.



Adjust Volume

Adjust Volume for Ringer or Audio as follows:

- Press left/right arrow when phone is idle to adjust Ringer Volume.
- Press left/right arrow during a call to adjust Audio Volume of speakerphone/ear-piece.



Silent Mode

In **Silent Mode**, the handset displays incoming call information, but does not ring.

- Long-press the asterisk (*) key to enable/disable **Silent Mode**.



Voicemail

To retrieve Voicemail messages, press **Message**.
Select a **Line** and press **Select**. Follow the system prompts.



Speed Dial

If available, use **Speed Dial** for frequently used or hard to remember numbers by assigning a phone number to a digit key. Contact a site administrator to determine which options may be available to set up **Speed Dial**:

- The phone's menus or soft keys.
- The portal (Individual Phone Settings).
- Application Framework (Phone Settings).

To place a call using **Speed Dial**:

- Long-press the appropriate preset **Speed Dial** key.



Lock/Unlock Keypad

Long-press the # key to **Lock/Unlock** keypad.

