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 in Telephone Display Screen when feature is activated

ICON	EXPLANATION
	VOICEMAIL MESSAGES have been received
	One or more NEW entries added to CALL LIST
	CALL FORWARDING is active
	The DO NOT DISTURB function is active
	RINGER is OFF
	BEEP TONE is ON

SOFT KEY OPTIONS DURING INCOMING CALL *(WHILE TELEPHONE IS RINGING)*	**Accept –** Press **OK** on ***Answer*** menu option to ***accept*** the call via Speaker ***NOTE: If utilizing a Headset, the call will divert to your Headset.*** **Deflect – Scroll** ▲▼ down to ***Deflect*** menu option and press **OK,** type the desired destination number, press **OK** to ***redirect*** incoming call

FEATURE	NAVIGATION BLOCK / Button Options
ANSWERING A CALL via Handset Speaker Button or Headset Button	While telephone is ringing – Lift the **Handset** **OR -** Press the FLASHING **Speaker** button. *(Speaker LED will illuminate SOLID once answered)* **OR -** Press the FLASHING **Headset** button *(Headset LED will illuminate SOLID once answered)* *(the - icon appears in display along with connection timer during active call)*
PLACING A CALL BACK button **TIP:** There is a 3-4-second delay after entering a number before the system will place the call. This provides the ability to utilize the Navigation block *BACK option* to delete a mistyped number and enter it correctly prior to placing the call.	**EXTERNAL CALLS** • LOCAL: Dial the **7-digit Local Number** • LONG DISTANCE: Dial **1 + area code + number** **INTERNAL CALLS** • Dial the **5-digit Internal Extension** number ***NOTE:*** *For immediate dialing, press **OK** or **Lift the Handset** after entering the number. If immediate dialing selection is not made, the system will place the call automatically after delay*
HANDSET FREE DIALING *All telephones have a "live" keypad which allows immediate dialing without lifting the receiver. This will automatically activate the SPEAKER option on the telephone OR the Headset (if being utilized).*	• *With the Handset in the cradle*, dial the desired number • Press **OK** • Call is placed via Speaker or Headset! ***NOTE:*** *If OK is not pressed, the system will place the call automatically, after delay*
SWITCHING DEVICES *Move a call from Handset to Speaker and Speaker to Handset*	**To move a call from Handset to Speaker** • *While connected to the caller*, **press the Speaker** button • **Once the Speaker LED illuminates**, replace the handset into the cradle **To move a call from Speaker to Handset** • *While connected to the caller*, **lift the handset** • The Speaker LED will *deactivate* at this time
REDIAL *Enables user to call the last internal / external number dialed*	• Get dial Tone • Press **OK** on ***Redial*** *menu option*
HOLD (non keyset - line appears on display only) *Place a caller on hold on your telephone* ⊣⊢ *(hold icon-appears next to held call)*	• *During a call,* press the **Hold** button *(Hold button LED flashes, call appears in display with hold icon and timer for duration of held call.)* **To RECONNECT to HELD CALL** • Press the flashing **Hold** button *(or the Reconnect soft key)*
HOLD (keyset - multiple lines on phone) *Place a caller on hold .at your extension or another line on your phone*	• *During a call,* press the **HOLD** button *(LINE button of held call flashes)* ***To remove call from HOLD*** • Press the flashing **LINE** button of held call
MUTE *To temporarily deactivate the microphone on the handset, speakerphone or headset (if being utilized)*	• *To Activate mute,* press the **Mute** button • The LED on Mute button will illuminate to ensure feature is activated • *To Deactivate mute,* press the illuminated **Mute** button • The LED on the Mute button will deactivate

FEATURE	NAVIGATION BLOCK / Button Options
TRANSFER *Send a call to another destination after being answered*	**ANNOUNCED TRANSFER** • *During a call,* press the **Transfer** button • Dial the desired number and press **OK** • When party answers, announce the call • *To Complete the Transfer*, press the **Transfer** button ***If the party does not answer or does not wish to accept transfer*** • **Scroll** ▲▼ to and select ***Drop & Return*** from menu**.** This will disconnect the current connection and return to the held call. **UNANNOUNCED TRANSFER** • *During a call,* **scroll** ▲▼ to ***Blind Transfer*** and press **OK** • Dial the desired number and press **OK** - **The call is immediately transferred!**
CONSULT *To place your current call on SOFT HOLD and make a second call*	• *During a call,* **Scroll** ▲▼ to and select ***Consult*** from menu *(current call is placed on hold)* • Dial the desired number and press **OK** ***If the party does not answer or you are finished with the call*** • **Scroll** ▲▼ to and select ***Drop & Return*** from menu**.** This will disconnect the current connection and return to the held call. • To **TOGGLE** between the two parties, select ***Alternate*** from menu
CONFERENCE *To join up to 10 parties together on a telephone call*	• *During a call*, press the **Conference** button • Dial desired telephone number and press **OK** • Once party answers, press the **Conference** button to join all parties **NOTE:** If an additional party does not answer or wish to join the conference, select ***Drop & Return*** from menu.
RINGER OFF / ON *To disable / enable the RINGER but allow incoming calls* *A BELL ICON with a slash through it will appear along the top of the telephone display (to the right of the time) indicating the ringer has been disabled.*	**To DEACTIVATE the telephone ringer** • Press and hold the **ASTERISK *** key located on the keypad for **2 seconds** **To ACTIVATE the telephone ringer** • Press and hold the **ASTERISK *** key for **2 seconds**
BEEP TONE ON / OFF *To enable / disable the BEEP TONE instead of ringer for inbound calls* *A BELL ICON with a musical note will appear in the telephone display (to the right of the time) indicating the BEEP TONE has been activated.*	**To ACTIVATE the BEEP TONE** • Press and hold the **ASTERISK *** key located on the keypad for **3 seconds** *(ICON will change from Ringer OFF to Beep Tone ON)* **To DEACTIVATE the BEEP TONE** • Press and hold the **ASTERISK *** key located on the keypad for **3 seconds** *(ICON will disappear)*
CALL WAITING *Allows NON KEYSET users to answer a second inbound call while currently on an active call* **NOTE:** The four indicators presented during an inbound call for Call Waiting are: Triple-beep Tone, Alert Bar Flash, Caller ID of inbound caller and the option to ***Accept*** *or* ***Deflect***	• *During a call*, if a second call is presented to the telephone, press **OK** on the ***Accept*** *menu option (If call is not accepted, it will forward to voicemail)* • The first call is automatically placed on HOLD and you are immediately connected to the second caller. • To **Alternate** between the callers, select ***Alternate*** from menu • To **Conference** calls together, press the **Conference** button • To **Drop** the current party and **return to held call**, select ***Drop & Return*** from menu
DIRECTED PICKUP *Allows user to answer another ringing telephone*	**STATION PICKUP** • *Lift Receiver* and press **Pick Up** Button • Enter the **5-digit extension** number of the ringing telephone • Press **OK** • **You are connected to the caller!**

FEATURE	NAVIGATION BLOCK / Button Options
FORWARD *To temporarily redirect your calls to another number* **NOTE:** Once a forwarding target has been set, it is saved in the system. To continue using the same target, simply press the Forward button to activate/deactivate forwarding.	**To Activate Call Forwarding** • Press the **Forward** button • Scroll ▲▼ to and select the ***Set Forwarding Destination*** • Dial the destination number and press **OK** on ***Set Forwarding*** The **FORWARD icon** ↳ along with the target will appear in the top left corner of the telephone display and the Forward button will illuminate when active. **To Cancel Call Forwarding** • Press the illuminated **FORWARD** button
DO NOT DISTURB (DND) *Disables ringer and redirects inbound caller to voicemail (if programmed)* ⊖	**To ACTIVATE DND** • Press the **DND** button *(DND icon will display with a circle and dash in middle AND the LED on button will illuminate when activated)* **To CANCEL DND** • Press the **DND** button
CALL LOG/LIST *The Call Log icon will appear in the telephone display if you have a missed call(s). Once the list is viewed, the indicator will deactivate.* *Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.* *Multiple calls from the same number are only listed once. The number of call attempts are noted in parenthesis when viewing lists.*	**To CLEAR and / or VIEW your Call Log / List** *From an Idle Telephone,* press the **MESSAGES** button • If you have MISSED CALLS, you will immediately be taken to the **Missed Calls folder** *(unless there is a voicemail message)* • Scroll ▲▼ to view the list. Press **OK** to call a number from the list. • Press the **MESSAGES** button to return to the HOME Telephone screen OR • If you do not have Missed Calls, scroll ▲▼ to ***Call Log***, press **OK** • Select from: MISSED, DIALED, RECEIVED or FORWARDED folders • Select the ***Delete All*** option to clear the folder • Press the **MESSAGES** button to return to the HOME Telephone screen
PHONEBOOK / DIRECTORY *Create a list of frequently dialed numbers customized for your telephone.* **TIP: Use the # key to change between Capital / Lower Case letters**	*From an Idle Telephone,* press the **SETTINGS** button • ***Personal?* (press OK)** • Press **OK** on ***New contact?*** (to add a number) • Press **OK** on **Last Name =** • *Using the keypad*, enter the name and press **OK** • Scroll ▼ DOWN to **First Name =** and press **OK** • *Using the keypad*, enter the name and press **OK** • Scroll ▼ DOWN to **Number =** and press **OK** • *Using the keypad*, enter the number and press **OK** • Scroll to ▲▼ **Save & Exit?** and press **OK** • Press the **SETTINGS** button to return to the HOME Telephone screen

AUDIO SETTINGS ♫

- Press the **SETTINGS** Button and access the **USER** menu (if required, dial the password 123456 and press **OK**)
- Scroll ▲▼ to and select **Audio**
- Scroll ▲▼ to and select **Settings** *(to select unique ringtone)*
- Scroll ▲▼ to and select **Ringer Melody**
- Scroll ▲▼ to and select a tone from 1 thru 8, press **OK** to select new tone
- Scroll ▲▼ to **Save & Exit** and press **OK**