BASIC PHONE FEATURES

PLACING A CALL
Using the Handset:
Pick up the handset and dial the number.
Using the Speakerphone:
1. With the handset on-hook, press:
   - any assigned line key, or
   - the NewCall soft key.
2. Dial the number.
Or dial the number, and then press the Dial soft key.
Using the optional Headset:
1. With the headset connected, press:
   - any assigned line key, or
   - the NewCall soft key.
2. Press \( \text{Transfer} \).  
3. Dial the number.
Or dial the number, and then press \( \text{Transfer} \).

During a call, you can alternate between handset, headset, or hands-free modes by pressing the \( \text{Handset} \) or \( \text{Mute} \) keys, or picking up the handset.

ANSWERING A CALL
Using the Handset:
Pick up the handset.
Using the Speakerphone:
Press:
- \( \text{Transfer} \) or \( \text{Handset} \), or
- the line key, or
- the Answer soft key.
Using the optional Headset:
Press \( \text{Transfer} \).

Incoming calls may be ignored by pressing the \( \text{Reject} \) soft key or \( \text{Handset} \) during ringing.

ENDING A CALL
Using the Handset:
Hang up or press the EndCall soft key.
Using the Speakerphone:
Press \( \text{Transfer} \) or the EndCall soft key.
Using the optional Headset:
Press \( \text{Transfer} \) or the EndCall soft key.

MICROPHONE MUTE
During a call, press \( \text{Mute} \).  Mute applies to all modes: handset, headset, and hands-free. You can hear all other parties while Mute is enabled.
To turn off Mute, press \( \text{Mute} \) again.

CALL HOLD AND RESUME
1. During a call, press \( \text{Hold} \) or the \( \text{Hold} \) soft key.
2. Press \( \text{Hold} \) again, the Resume soft key, or the line key to resume the call.

LOCAL CONFERENCE CALLS*
To create a three-way local conference call:
1. Call the first party.
2. Press \( \text{and then press} \) or the \( \text{Confrnc} \) soft key to transfer the call.
3. Dial the number.
Or dial the number, and then press \( \text{Confrnc} \) or the \( \text{Confrnc} \) soft key.

CALL TRANSFER
1. During a call, press \( \text{Transfer} \) or the \( \text{Transfer} \) soft key (the active call is placed on hold).
2. Place a call to the party to which you want to transfer the call.
3. After speaking with the second party, press \( \text{Transfer} \) or the \( \text{Transfer} \) soft key to complete the transfer.

CALL FORWARDING
To enable call forwarding:
1. Press the Forward soft key from the phone’s idle display or press \( \text{Hold} \) and select Features, and then Forward.
2. Select a Forwarding Type from Always, No Answer, and Busy.
3. For all types, enter a number to forward all future calls to.
4. For No Answer, enter the number of rings before forwarding.
5. Press the Enable soft key to confirm Call Forwarding. A moving arrow icon appears for that line to confirm Call Forwarding is enabled.

To disable call forwarding:
1. Press the Forward soft key from the phone’s idle display or press \( \text{Hold} \) and select Features, and then Forward.
2. Select a Forwarding Type from Always, No Answer, and Busy.
3. Press the Disable soft key.

Call forwarding is not available on shared lines.

- Conferencing is an optional feature that must be configured on the call server. Particulars and menu options may vary.

- Local conference calls may be cancelled during establishment by pressing the Cancel soft key. The original call is resumed.

- Call forwarding is not available on shared lines.

- Calls may be transferred only by pressing the \( \text{Transfer} \) soft key.
REDIAL
Press the Redial soft key or \( \text{Redial} \) to redial the most recently dialed number.

DO NOT DISTURB
Press \( \text{Do Not Disturb} \) to prevent the phone from ringing on incoming calls. A Do Not Disturb icon appears for all lines to confirm that Do Not Disturb is enabled. Press \( \text{Do Not Disturb} \) again to turn off Do Not Disturb.

CALL LISTS
Press \( \text{Contact Directory} \) followed by Call Lists and Missed, Received, or Placed Calls, as desired. Information on respective calls will be displayed.

From this screen, choose the appropriate soft key:
1. Edit to amend the contact number before dialing.
2. Dial to place the call.

Or press More, then:
3. Info to view detailed call information.
4. Save to store the contact to the Contact Directory.
5. Clear to delete the call from the list. Press More and Exit soft keys to return to the idle display.

VOICE MAIL*
The Message Waiting Indicator on the front of the phone and individual line indicators will flash and the stutter dial tone in place of normal dial tone will sound to indicate that message(s) are waiting at the message center.

To listen to voice messages:
1. Press \( \text{Messages} \).
2. Follow voice prompts to listen to messages.

* Voice Mail is an optional feature that must be configured on the call server. Particulars and menu options may vary.

SPEED DIALING
To assign a speed dial index, see CONTACT DIRECTORY below.

To dial a contact assigned to a line key, press the corresponding line key.

CUSTOMIZING YOUR PHONE
To add a contact in your local phone directory:
1. Press \( \text{Contact Directory} \), and then select Contact Directory.
2. Press the More soft key, then the Add soft key to enter another contact into the phone’s database.
3. Enter first and/or last name from the dial pad. Press the 1/A/a soft key to select between numeric and upper/lower case alphanumeric modes. Press the Encoding soft key to access special characters in other languages if necessary.
4. Enter a unique contact phone number (not already in the directory).
5. Change the Speed Dial Index if desired. It will automatically be assigned the next available index value.
6. Modify the remainder of the fields (Ring Type, Divert Contact, Auto Reject, and Auto Divert) if desired.
7. Press the Save soft key to confirm or the Cancel soft key to abandon the changes, then press \( \text{Contact Directory} \) or the Exit soft keys to return to the idle display.

To edit a contact:
1. Press \( \text{Contact Directory} \), and then select Contact Directory.
2. Search for contact (see above).
3. Press the Edit soft key and make the necessary changes.
4. Press the Save soft key to confirm or the Cancel soft key to abandon the changes, then press \( \text{Contact Directory} \) or the Exit soft keys to return to the idle display.

VOLUME ADJUSTMENT
Press the \( \text{Volume Adjustments} \) volume keys to adjust handset, headset, and hands-free speaker volume during a call. Pressing these keys in idle state adjusts the ringer volume.

To conform to regulatory requirements, handset and headset volume will return to a preset level after each call, but the volume settings will be maintained across calls.

RING TYPE
You can select different rings to match your preferences and distinguish between calls on lines.

To change the incoming ring:
1. Press \( \text{Settings} \), Select Settings, followed by Basic, Preferences, and Headset Memory.
2. Use the Up or Down arrow keys and press the Select soft key to enable Headset Memory Mode.
3. Use the Up or Down arrow keys and press the Select soft key to change the selected ring type.
4. Press the Select soft key to change to the selected ring type.
5. Press \( \text{Save} \) or the Exit soft keys to return to the idle display.

DISTINCTIVE RINGING / CALL TREATMENT
You can set distinctive incoming ringing tones for different contacts in your local directory.

To set a distinctive ring for a local contact:
1. Press \( \text{Contact Directory} \), and then select Contact Directory.
2. Search for the contact (see CONTACT DIRECTORY above).
3. Press the Edit soft key and scroll down to Ring Type.
4. Enter a number corresponding to one of the ring types available (see RING TYPE above).
5. Press the Save soft key or the Cancel soft key to abandon the change, then press \( \text{Contact Directory} \) to return to the idle display.

HEADSET MEMORY MODE
For permanent or full-time headset users, there is an option to default all calls to the headset.

To enable Headset Memory Mode:
1. Press \( \text{Menu} \), and select Settings followed by Basic, Preferences, and Headset Memory.
2. Use the Up or Down arrow keys and press the Select soft key to enable Headset Memory Mode.

To disable Headset Memory Mode:
Repeat steps 1 and 2 and select Disable.

To activate Headset Memory Mode:
Press \( \text{Menu} \) twice.