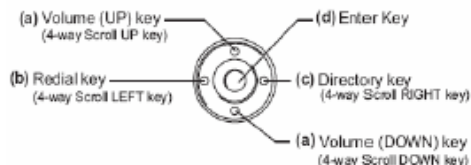


## Cursor

### Details on Cursor key



- LCD contrast, while phone is idle.
- Call volume while on a call.
- Ring volume, while phone is ringing.

Settings are stored until changed by user.

## Ring Tones & Volume

1. Press **Menu**
2. Press 5 or use to scroll to **Setting**.
3. Select **User Setting**.
4. Select **Incoming Call**.
5. Select **Ring Tone**.
6. You may change ring tones for External and Internal incoming calls

## Placing Station Calls

1. Lift Receiver (or press **Speaker**)
2. Dial extension number

## Placing Outside Calls

1. Lift Receiver (or press **Speaker**)
2. Dial 9 plus telephone number

## Placing Outside Calls- Long Distance

1. Lift Receiver , or press **Speaker**
2. Dial 9,1 + area code-Tel #), hear special dial tone ,Dial 8 Digit Auth code

## Speaker

Press **Speaker** to activate/deactivate.

Steady **red** LED for **Mic** indicates it is on. If MIC is off, "sending" voice transmission (your voice) is muted from speaker. Keep MIC on at all times

## Answering Calls

To answer a call on your primary line, Lift Receiver, or press **Speaker**

To answer a call for a line appearing on your phone (line appearance), press flashing line key before picking up handset.

If already on a call, either disconnect with party or place on hold before pressing flashing line key to answer the second call.

## Call Pickup-Group

To answer an incoming call for another phone in your pre-designated group, Lift Receiver press **PICK (Soft Key)** or lift receiver & dial \*3

## Call Pick up Directed

Lift receiver  
Dial \*6, plus ringing extension number

## Hold

With Caller on the line Press

**HOLD** . To retrieve press flashing line key.

If a held call is not retrieved within the pre-determined HOLD time, it will ring back to holding station.

## Transfer

With caller on the line, press **Transfer** followed by ext. Remain on line to announce the call or hang up to complete transfer.

Pressing **Transfer** button again (before completing transfer) recalls original caller and cancels the transfer

## Conference

With caller on the line press **Transfer** then dial extension or outside number. When 3<sup>rd</sup> party answers, press **CONF** Soft Key.

## Redial- (system holds last 5 numbers dialed)

1. Press (left) to scroll, when the number you want appears, Press \* to have number dialed.

## Recall

Press **Recall** to cancel, or disconnect current call and to recall dial tone.

## Forward Calls

Send calls to another number.

### To Set

1. Lift Receiver, or press **Speaker**
2. Press **FWDA**- Forward All calls
3. Press **FWDBY**- Forward Busy calls
4. Press **FWDNA**- Forward No-answer calls
5. Dial Extension you want phone forward to. LED will light **red**.

### To Cancel FWDS

1. Lift Receiver or press **Speaker**
2. Press **FWDA**, **FWDBY**, or **FWDNA**

## One Touch Speed Dial

Blank keys can be programmed as one-touch speed dials.

### Program

1. While phone is idle, press **Feature**
2. Press blank key to program
3. Dial, number to store
4. Press **Feature** to save, display will show, **SPEED SET**

Transfer=V=Voice call on One touch

### To Dial

Lift Receiver Press desired speed dial button.

## S&R SOFT KEY

After dialing desired Press S&R (number is now stored)

### To Dial

Press S&R Soft Key

## VOICE CALL SOFT KEY

Lift receiver

Dial desired station number

Press **VOICE** Soft Key