

- 1 LCD Screen**  
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## Placing a Call

### Using the Handset:

1. Pick up the handset.
2. Enter the 10 digit number, and then press the **Send** soft key.

### Using the Speakerphone:

1. With the handset on-hook, press .
2. Enter the 10 digit number, and then press the **Send** soft key.

### Using the Headset:

1. With the headset connected, press  to activate the headset mode.
2. Enter the 10 digit number, and then press the **Send** soft key.


**Note:** During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key, the **Speakerphone** key or by picking up the handset. Headset mode requires a connected headset.

## Answering a Call

### Using the Handset:

Pick up the handset.




### Using the Speakerphone:


1. With the handset on-hook, press .
2. Enter the number, and then press the **Send** soft key.

### Using the Headset:


Press .


## Redial

Press  to enter the Placed Calls list, press  or  to select the desired entry, and then press or the **Send** soft key.

Press  twice when the phone is idle to dial out the last dialed number.

## Call Mute and Un-Mute

Press  to mute the microphone during a call.


Press  again to un-mute the call.

## Ending a Call

### Using the Handset:

Hang up the handset or press the **End Call** soft key.

### Using the Speakerphone:


Press  or press the **End Call** soft key.

### Using the Headset:


Press the **End Call** soft key.




## Call Hold and Resume

### To Place a Call on Hold:

Press  or the **Hold** soft key during an active call.

### To resume the call, do one of the following:

If there is only one call on hold, press  or the **Resume** soft key.

If there is more than one call on hold, press  or  to select the desired call, and then press  or the **Resume** soft key.

## Call Transfer

### You can transfer a call in the following ways:

#### Blind Transfer

1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press the **B Transfer** soft key.



#### Attended Transfer

1. Press the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press **Send**.
3. Press the **Transfer** soft key when the second party answers.

## Call Forward

### To Enable Call Forward:

1. Press the **Menu** soft key when the phone is idle, and then select **Features --> Call Forward**.
2. Select the desired forward type:
  - **Always Forward** - Incoming calls are forwarded unconditionally.
  - **Busy Forward** - Incoming calls are forwarded when the phone is busy.
  - **No Answer Forward** - Incoming calls are forwarded if not answered after a period of time.
3. Enter the number you want to forward to.

For **No Answer Forward**, press  or  to select the desired ring time to wait before forwarding from the **After Ring Time** field.
4. Press the **Save** soft key to accept the change.

## Call Conference

1. Press the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the **Send** soft key.
3. Press the **Conference** soft key again when the second party answers.  
All parties are now joined in the conference.
4. Press the **End Call** soft key to disconnect all parties.

## Speed Dial

### To Configure a Speed Dial Key:

1. Press the **Menu** soft key when the phone is idle, and then select **Features --> DSS keys**.
2. Select the desired DSS key, and then press the **Enter** soft key.
3. Select **Speed Dial** from the **Type** field, select the desired line from the **Account ID** field, enter a **label** in the **Label** field and then enter the number in the **Value** field.
4. Press the **Save** soft key to accept the change.


### To Use the Speed Dial Key:

Press the speed dial key to dial out the preset number.

## Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

### To Listen to Voice Messages:

1. Press 
2. Follow the voice prompts to listen to your voice messages.

## Customizing Your Phone

### Call History:

1. Press the **History** soft key when the phone is idle, press or
2. Select an entry from the list, you can do the following:
  - Press the **Send** soft key to call the entry.
  - Press the **Delete** soft key to delete the entry from the list.

If you press the **Option** soft key, you can also do the following:



- Select **Detail** to view detailed information about the entry.
- Select **Add to Contacts** to add the entry to the local directory.
- Select **Add to Blacklist** to add the entry to the blacklist.
- Select **Delete All** to delete all entries from the list.

## Contact Directory



### To Add a Contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press the **Save** soft key to accept the change.

### To Edit a Contact:

1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press  or  to select the desired contact, press the **Option** soft key, then select **Detail** from the prompt list.
3. Edit the contact information.
4. Press the **Save** soft key to accept the change.


### To Delete a Contact:


1. Press the **Directory** soft key when the phone is idle, and then select **All Contacts**.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Delete** from the prompt list.
3. Press the **OK** soft key when the LCD screen prompts “Delete selected item?”

**Note:** You can add contacts from call history easily. For more information, refer to **Call History** on page 4.





## Volume Adjustment

Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.

Press  when the phone is idle or ringing to adjust the ringer volume.

Press  to adjust the media volume in the corresponding screen.

## Ring Tones

1. Press the **Menu** soft key when the phone is idle, and then select **Menu --> Settings --> Basic Settings --> Sound --> Ring Tones**.
2. Press  or  to select **Common** or the desired account and then press the **Enter** soft key.
3. Press  or  to select the desired ring tone.
4. Press the **Save** soft key to accept the change.