Printing Instructions

Print this document on both sides of a letter-size sheet of paper, and fold in half. The finished size is 5.5” x 8.5” after folding.

- In the Print dialog, set Page Sizing to Actual Size.

**Duplex (two-sided) printers:**
- Print both pages 3 and 4 to a letter-size sheet, landscape (sideways) orientation, duplex, flipped on the short edge.

**Single-sided printers:**
- Print page 3 to a letter-size sheet, landscape (sideways) orientation.
- Re-insert the printed page into the printer feed tray, upside down, and rotate if needed, then print page 4.
- Fold the printed sheet in half.
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### Setting the Ringer Volume

When the telephone is idle (not on a call), press the **Volume Up** or **Volume Down** key to change the ringer volume.

The telephone will ring once with the new ringer volume setting, and the new setting will be shown briefly in the display.

If **Silent Ring** appears in the display, incoming calls will show in the display, but will not ring.

Press the **Volume Up** key to turn on the ringer.

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### Using Menus

Menus on the main display provide access to status information, feature settings, call logs, the phonebook, and more.

- **Select Menu** to enter the Main Menu.
- **Scroll through the list with the Up and Down Navigation keys, or by selecting Prev./Next.**
- **Select Enter** or press the OK key to select an item.
  - You can also press a dial pad key to jump to and select an item.
  - *Advanced Settings may be password protected.*
- **Select Back** to return to the previous screen.
- **Select Exit** from the main menu to return to the idle screen.

### Call Logs

Your phone stores records for up to 600 calls. You can view call details, dial from the call log, and add a logged number to the phonebook or blacklist.

- **Select History** to view the Call Logs.
  - You can also press the **Redial** key to view only dialed calls.
- **Press the Right or Left Navigation key to switch between All Calls, Missed Calls, Dialed Calls, and Received Calls.**
- **Scroll through the call list with the Up and Down Navigation keys.**
- **Select Option** to filter the call list, view call details, and access other options for the displayed call.
- **Select Dial** to place a call to the displayed party.
- **Select Exit** to return to the previous screen.

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### Displays

#### Main Display

Call details, status indications, menus, and other information are shown in the Main Display.

#### Softkeys

Key labels show the current functions of the four softkeys.

#### Multifunction Keys and Display

Customizable keys can select lines, speed dial numbers, activate phone functions, and more.

Up to thirty multifunction keys are available, shown on up to five pages with six keys per page. Press the **Next Page** key to switch between pages of multifunction keys.

#### Indicators on the keys show feature states and other information.

<table>
<thead>
<tr>
<th>Line Key</th>
<th>DSS (Direct Station Select) Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off:</td>
<td>Off:</td>
</tr>
<tr>
<td>Green On:</td>
<td>Green On:</td>
</tr>
<tr>
<td>Green Slow Flash:</td>
<td>Green:</td>
</tr>
<tr>
<td>Green Fast Flash:</td>
<td>Red:</td>
</tr>
<tr>
<td>Red On:</td>
<td>Red Flash:</td>
</tr>
<tr>
<td>Amber Flash:</td>
<td>Red:</td>
</tr>
</tbody>
</table>

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### Phone Keys

- **Hold**
- **Volume Down**
- **Transfer**
- **Mute**
- **Conference**
- **Volume Up**
- **Volume Up**
- **Phonebook**
- **Redial / Dialed Call Log**
- **Call Log**
- **Speaker**

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### Transferring a Call

**Screened (Attended) Transfer**
- During a call, press the Transfer key or select XFER to place the first call on hold and open the transfer dialing screen.
- Dial the party you want to transfer the call to.
- Select Dial to place the call.
- After the second party answers, press the Transfer key or select XFER to complete the transfer.

**Immediate (Blind) Transfer**
- During a call, press the Transfer key or select XFER to place the first call on hold and open the transfer dialing screen.
- Dial the party you want to transfer the call to.
- Press the Transfer key or select XFER to complete the transfer.

**Immediate (Blind) Transfer using a DSS Key**
- During a call, press a DSS key to immediately transfer the call to the selected extension.

### Conferencing Calls

**During a call, press the Conference key or select Conf to place the current call on hold and open the conference dialing screen.**

- Dial the party you want to add to the conference.
- Select Dial to place the call.
- After the second party answers, press the Conference key or select Conf to connect to both parties.

**Splitting / Joining Calls**
- To place the first party on hold and consult with the second party, select Split.
- To switch between parties, press the Up or Down Navigation key to change which call is shown in the display. Select Resume to reconnect to that party and place the other party on hold.
- To join all parties back together, press the Conference key or select Conf.

**Ending a Conference Call**
- To leave the conference and allow the other parties to maintain a connection, hang up.
- To end the conference for all parties, select End.

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### Placing a Call

**Manual Dialing**

Dial the number.

Lift the handset, press the Speaker key, or press the Headset key to initiate dialing.

You can also activate the handset/speaker/headset before dialing. Initiate dialing by pressing the OK key or by selecting Dial.

**Speed Dial or Direct Station Select**

Press a Speed Dial or DSS key to automatically access an idle line and dial a number.

You can also dial from the Phonebook or Call Log. Initiate dialing by pressing the OK key or by selecting Dial.

### Answering a Call

To reject the call and send it directly to voicemail, select Reject.

To forward the call to another number without answering, select Divert, enter a number, and then select Divert again or press the OK key.

To answer a ringing call at another extension, press a DSS key with a red flashing indicator. The call will be picked up.

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**Managing Multiple Calls**

If a second call rings while you are on an active call, the ringing call will be displayed on the bottom half of the screen.

Press the Down Navigation key or green fast flashing Line key to display the ringing call. You can then Answer, Reject, or Divert the ringing call. If you answer the call, the first call will be automatically placed on hold.

Press the Up or Down Navigation keys or a Line key to change which call is shown on the display. A call that is on hold will show a Hold indication below the caller ID.

Press the Hold key or select Hold/Resume to connect to the displayed party and place the other party on hold.

To conference two calls, press the Conference key or select Conf, then select the second party you wish to conference.