



1. **LCD SCREEN**
2. **MESSAGE LAMP:** When you have a message it will light up the lamp red
3. **FLEXIBLE CO BUTTONS:** Used to access a line or perform a programmed function
4. **HANDSET HOOK:** Keeps the handset stable when the phone is mounted on the wall
5. **HEADSET JACK:** Jack to plug in a headset
6. **PAUSE/PROGRAM:** Used to insert a pause when storing a number and for programming
7. **CONF:** Used to establish a multiple party conversation
8. **MESSAGE:** Used to leave a message waiting indication or call back the party who left the message waiting indication
9. **FLASH/RECALL:** Used to disconnect the current call and make another call immediately
10. **REDIAL:** Used to redial the last dialed number
11. **AUTO ANS / MUTE:** Used to receive an incoming call in hands-free mode or mute
12. **TRANSFER:** Used to transfer a call to another party
13. **AUTO DIAL/STORE:** Used for System/Personal Speed Dialing or program changes
14. **HOLD:** Used to place a call on hold
15. **INTERCOM:** Used to make or receive intercom calls
16. **SP-PHONE (Speakerphone):** Used for performing hands-free operations
17. **MICROPHONE:** Used for hands-free conversations
18. **NAVIGATOR KEY:** Used to adjust the volume or display contrast or select desired items
19. **ENTER:** Used to assign the selected item
20. **SOFT BUTTONS:** S1-S4 are used to select the item displayed on the bottom line of the display
21. **EHS (Electronic Hook Switch) JACK:**
22. **FWD/DND:** Used to switch Call Forwarding or do Not disturb on your extension
23. **CANCEL:** Used to cancel the selected item

Answer a Call

- ◆ Pick up the handset and press the line button of the incoming call
- ◆ To turn on Auto Answer, press the AUTO ANS button and incoming calls will be answered automatically in hands free mode

Make a Call

- ◆ To call an extension, pick up the handset and dial the extension
- ◆ To make an outside call, pick up the handset, press LINE and dial the number
- ◆ To set a callback for a call not answered, press the MESSAGE button
 - ◆ The dial tone for that extension will sound different to indicate that there is a call back request.
 - ◆ To call back the person who left the callback, press the MESSAGE button

Put a Call on Hold

- ◆ While on the call, press HOLD
- ◆ Press flashing line of the held call to retrieve it

Transfer a Call

- ◆ With the call active, press TRANSFER
- ◆ Dial the number to whom you wish to transfer the call
- ◆ Stay on the line to tell the caller you are transferring a call or hang up to complete the transfer

- ◆ If the caller cannot take the call, select the held call by pressing the line button

Conference

- ◆ Dial the first party and wait for an answer
- ◆ Press CONF
- ◆ Dial the number of the next party and wait for an answer
- ◆ When they answer, press CONF to join them to the call

- ◆ To add another party, press CONF and dial the number of the person
- ◆ If they agree to join the call, press CONF

Park a Call

- ◆ While the call is active, press one of the available Park Zone buttons
- ◆ Notify the user and advise where the call was parked

Retrieve a Parked Call

- ◆ Press the Park Zone button where the call was parked

Page

- ◆ Press the PAGE button and speak your announcement after the tone

Directory

To Search for a contact in the Personal Directory:

- ◆ Press the right navigation arrow and scroll to select Personal Directory
- ◆ Press the up and down arrows to select the name
- ◆ Pick up the handset to call the name on the screen

To Search for a system speed dial in the System Directory:

- ◆ Press the right navigation arrow and scroll to select System Directory
- ◆ Press the up and down arrows to select the name
- ◆ Pick up the handset to call the name on the screen

To Search for an extension in the Extension Directory:

- ◆ Press the right navigation arrow and scroll to select Extension Directory
- ◆ Press the up and down arrows to select the name or enter the first two letters of the name
- ◆ Pick up the handset to call the name on the screen

To add a Personal Speed Dial to your Directory:

- ◆ Press PAUSE and then press AUTO DIAL
- ◆ Press the UP or DOWN arrow keys to select an available speed dial location (00 to 09)
- ◆ Enter 9 followed by the phone number
- ◆ Press AUTO DIAL and then enter the name
- ◆ Press AUTO DIAL and then press PAUSE

To call a Personal Speed Dial Entry:

- ◆ Pick up your handset and then press AUTO DIAL
- ◆ Press * and then enter the speed dial location (00 to 09)

To call a System Speed Dial Entry:

- ◆ Pick up your handset and then press AUTO DIAL
- ◆ Press 0 and then enter the speed dial number

Call Log

- ◆ To review your Incoming or Outgoing call log, press right navigation arrow and scroll to Incoming Call Log or Outgoing Call Log
- ◆ Scroll up and down to select the number you want
- ◆ Pick up the handset to call

- ◆ To save an outgoing call log entry to your Personal Directory, find the number and press STORE
 - ◆ Enter the name and press AUTO DIAL
 - ◆ Enter the speed dial number (01-09)
 - ◆ Press AUTO DIAL to complete and then press FLASH/RECALL to exit the menu

Voicemail

Setting Up Your Voicemail

- ◆ Press the VOICEMAIL button
- ◆ Enter the default password 2580#
- ◆ Be sure to record your greeting, change your password and record the Owner's Name

Change Your Password

- ◆ Login to your voicemail
- ◆ Press 3 for Mailbox Management
- ◆ Press 2 for Password
- ◆ Press 1 to change your password
- ◆ Enter your password and press # then press 2 to accept
 - ◆ Your password length can be between 6-15 digits

Record Your Owner's Name

- ◆ Login to your voicemail
- ◆ Press 3 for Mailbox Management
- ◆ Press 3 for Owner's Name
- ◆ After the tone, record your name and press 1 when finished
- ◆ To accept the recording, press 2 (or press 1 to change or 3 to erase)

Record a Greeting

- ◆ Login to your voicemail
- ◆ Press 3 for Mailbox Management
- ◆ Press 1 for Personal Greetings
- ◆ Press 1 to record the No Answer greeting
 - ◆ Or press 5 to record the Temporary greeting
- ◆ After the tone, record your greeting and press 1 when finished
- ◆ To accept the greeting, press 2 (or press 1 to review or 3 to erase)

- ◆ If you record a temporary greeting it will be activated once recorded and will play instead of the No Answer greeting
 - ◆ When you log into your voicemail, if your temporary greeting is recorded you will be asked if you want to turn off the temporary greeting
 - ◆ Press 1 to erase the Temporary greeting and return to your No Answer greeting

Record a Message

- ◆ Login to your voicemail
- ◆ Press 2 to Deliver Message
- ◆ Enter the mailbox number and press 2 to accept
- ◆ Press 1 to record a message and after recording press 1
- ◆ Press 2 to accept and press 2 again to accept and delivery message

Check Your Messages

- ◆ To check messages, press the Access Mail button
- ◆ Enter your password and press #

- ◆ Press 1 to Receive Messages
 - ◆ To check New messages, press 1
 - ◆ To check Old messages, press 2
 - ◆ To check Deleted messages, press 3
 - ◆ Deleted messages are automatically deleted at midnight each day

Playback Options:

Key	Feature	Message Type		
		New	Old	Deleted
[1]	Repeat this message	✓	✓	✓
[1] [1]	Replay the previous message	✓	✓	✓
[1] [2]	Play the next message	✓	✓	✓
[2]	Pause/restart message playback (during playback only)	✓	✓	✓
[2] [6]	Save this message as new • After saving the message, the next message will be played	✓	—	—
[3]	Delete this message	✓	✓	—
[5]	Rewind (during playback only)	✓	✓	✓
[6]	Fast-forward, skip envelope (during playback only)	✓	✓	✓