

MAIN OPERATIONAL KEYS

Used to power the phone on and off, end calls, exit various modes or disable alerts while receiving calls:

- The **POWER/CANCEL (PWR)** key is represented by the following **RED** handset symbol;



Used to make or receive calls, operate hands free mode:

- The **TALK/SPEAKERPHONE** key is represented by the following **GREEN** handset symbol;



TURNING THE PHONE ON AND OFF

- With the phone off, pressing the **PWR** (Power) key for about 2 seconds and the display will come on
- While on, pressing the **PWR** (Power) key for about 2 seconds will turn the phone off leaving the display blank

SWITCHING BETWEEN THE GUIDANCE DISPLAY AND THE DATE AND TIME DISPLAY IN STANDBY MODE

- While turned on, pressing the **PWR** (Power) key will toggle between the two displays

USING THE KEY LOCK/ KEYGUARD

Enabling:

- Press and hold the **Joystick** straight **IN**. A key will appear on the bottom of the display



Disabling:

- Press and hold the **Joystick** straight **IN**. The key on the bottom of the display will then disappear



USING THE MEETING MODE

- Press and hold the ***** (asterisks) key to turn meeting mode on and off. An **M** will appear on the display when enabled and disappear when disabled

GETTING TO THE MAIN MENU

- With either standby display showing press the **Joystick** straight **IN**. This acts like the **Main Menu** Soft-key (soft-keys change function depending on what is shown on the display above the key itself). While in standby mode pressing the Joystick straight in will show the **Main Menu** allowing you to enter the following sub-menus: “**Ringer Volume**”, “**New Phonebook**”, “**Memo Alarm**”, “**Setting Handset**” and “**PBX Program**”,



DISPLAYING THE F-CO/DSS KEYS*

- As indicated by the Guidance Display, from standby push the **Joystick** to the **RIGHT** as the **F-CO** soft-key. This will display the first 5 preprogrammed **F-CO/DSS Keys***. Push the **Joystick** to the **RIGHT** again or the **NEXT** soft-key to see the next 5 keys and so on

DISPLAYING THE FUNCTION (FUNC) KEYS**

- As indicated by the Guidance Display, from standby push the **Joystick** to the **LEFT** as the **FUNC** soft-key. This will display the first 5 preprogrammed **Function (FUNC) Keys****. Push the **Joystick** to the **LEFT** again as a soft-key or the **NEXT** soft-key to see the next 5 **Function (FUNC) Keys**** and so on

ANSWERING/PLACING A CALL

Answer a call:

- When your phone is ringing press the **TALK** key and you will be connected to the caller
- Press the **CANCEL (PWR)** key to end the call

Place an outside call:

- Dial **9** plus the **external number** and then press the **TALK** key **or** -
- Press the **TALK** key and then dial **9** plus the **external number** **or** -
- Select a line by selecting a preprogrammed **CO/DSS Key*** plus the **external number**
- Press the **CANCEL (PWR)** key to end the call

Place an internal call:














- Dial the desired **extension number** and then the **TALK** key **or** -
- Press the **TALK** key and then dial the desired **extension number** **or** -
- Select the preprogrammed **CO/DSS key***
- Press the **CANCEL (PWR)** key to end the call

AUDIO VOLUME



While on a call, push the **Joystick** **UP** or **DOWN** to adjust the incoming audio level of the speaker on the handset, headset or the speakerphone

CALL FORWARDING

To forward your calls to an extension or Voicemail:




-  Press the **TALK** key
-  Dial * **7 1 0**
-  Press **2** to forward all calls immediately *or* –
-  Press **3** to forward calls only when you are busy on a existing call *or* –
-  Press **4** to forward calls only when you do not answer them *or* –
-  Press **5** to forward calls when you are busy or are not able to answer
-  Enter the **extension number** to which your calls will be forwarded. In many cases this is the extension number of the Voicemail System
-  Pressing **6** at the third step will call forward all calls to an outside number such as your cellular phone (**Note:** Not everyone has this feature available to them)
-  Then enter **9** plus the **outside telephone number** as you would dial it from your phone
-  Pressing **0** at the third step will cancel the call forward settings above
-  If you are temporarily located at another extension and wish to have all your calls follow you to that extension, from the remote extension press **7** then **your extension number**
-  Pressing **8** at the third step will cancel the above follow me call forwarding
-  Press the **CANCEL (PWR)** key to exit

To check the call forwarding setting:




-  Push the **Joystick** to the **RIGHT**, the **FUNC** soft-key
-  Push the **Joystick UP** and **DOWN** to move the cursor to “Fwd/DND” or press the number **2**

CALL LOG - INCOMING

To call using the Incoming Call Log:

-  Push the **Joystick UP** or **DOWN**
-  Push the **Joystick UP** or **DOWN** to view the caller you would like to dial
-  Press the **TALK** key







To store the caller into the H/S (Handset) Phonebook:

-  Push the **Joystick UP** or **DOWN**
-  Push the **Joystick UP** or **DOWN** to view the caller you would like to store
-  Press the **Joystick** straight **IN**




-  Press the **Joystick** straight **IN** as the **OK** soft-key with the cursor at **Save Phonebook**




-  The phone will prompt you to edit the name of the number just accepted or enter a name if none was presented by the phone company. Use the keypad to select each letter required for the name (Max. of 16 characters). You can also use the **Joystick LEFT** and **RIGHT** to move the cursor or press the **XFER/CLR** key to correct a single misdialled entry
-  Press the **Joystick** straight **IN** as the **OK** soft-key
-  You will now have an opportunity to edit the phone number if you wish. Once completed press the **Joystick** straight **IN** as the **OK** soft-key
-  To assign the new contact into a group or “Private Category” use the **Joystick UP** or **DOWN** to move the cursor to the Category required or leave it at **Off**
-  Press the **Joystick** straight **IN** as the **OK** soft-key to save
-  Press the **CANCEL (PWR)** key to exit

CALL LOG - OUTGOING


To call using the Outgoing Call Log:

-  Press the **RIGHT** soft-key which acts as the **Outgoing Call Log** soft-key





-  Push the **Joystick UP** or **DOWN** to view the caller you would like to dial
-  Press the **TALK** key

To store the number into the H/S (Handset) Phonebook:

-  Press the **RIGHT** soft-key which acts as the **Outgoing Call Log** soft-key









-  Push the **Joystick UP** or **DOWN** to view the caller you would like to store
-  Press the **Joystick** straight **IN**



-  Press the **Joystick** straight **IN** as the **OK** soft-key with the cursor at **Save Phonebook**





-  The phone will prompt you to edit the name of the number just accepted or enter a name if none was presented by the phone company. Use the keypad to select each letter required for the name (Max. of 16 characters). You can also use the **Joystick LEFT** and **RIGHT** to move the cursor or press the **XFER/CLR** key to correct a single misdialled entry
-  Press the **Joystick** straight **IN** as the **OK** soft-key

-  You will now have an opportunity to edit the phone number if you wish. Once completed press the **Joystick straight IN** as the **OK** soft-key
-  To assign the new contact into a group or “Private Category” use the **Joystick UP** or **DOWN** to move the cursor to the Category required or leave it at **Off**
-  Press the **Joystick straight IN** as the **OK** soft-key to save
-  Press the **CANCEL (PWR)** key to exit








CALL PICKUP

To pick up a call ringing at another extension:

-  Dial *** 4 1** plus the **extension number** of the ringing phone **or** dial *** 4 0** plus the two-digit **group number** for which the ringing phone belongs
-  Press the **TALK** key




CONFERENCE CALL

To initiate a conference call from a wireless phone:






-  Place or receive the initial call
 -  Press the **RIGHT** soft-key which acts like as a conference soft-key
- 
-  Dial an **internal extension number or –**
 -  To call an external party, **select another line or** dial **9** plus the **external number**
 -  When the person answers, press the **RIGHT** soft-key (conference key) to connect all parties. The display will show **CONFERENCE:3**
 -  To add additional parties repeat the above 3 steps for a maximum of 8 parties including yourself (**Note:** Single line telephones can only initiate 3 party conferences but you can use a wireless or digital phone to include them)



CONTRAST SETTING

To set the contrast level of your display phone:



-  Enter the **Main Menu** by pressing the **Joystick straight IN** which acts as the **Main Menu** Soft-key
-  Use the **Joystick UP** and **DOWN** or **LEFT** and **RIGHT** to the “**Setting Handset**” sub-menu
-  Press the **Joystick straight IN** as the **OK** soft-key



-  Use the **Joystick UP** or **DOWN** to move the cursor to the “**Display Option**” sub-menu
-  Press the **Joystick straight IN** as the **OK** soft-key
-  Use the **Joystick UP** or **DOWN** to move the cursor to “**LCD Contrast**”
-  Press the **Joystick straight IN** as the **OK** soft-key
-  Use the **Joystick UP** or **DOWN** to change the current contrast level


-  Press the **Joystick straight IN** as the **OK** soft-key
-  Press the **CANCEL (PWR)** key to exit

DOOR OPENING FUNCTION OF DOORPHONE





-  If you have answered a doorphone call, press the **5** key
-  If you want to open the door when not on a doorphone call, dial *** 5 5** plus the two-digit **doorphone number** and then press the **TALK** key (**Note:** Not all extensions have this authority)

EXTENSION DIALING – INTERNAL

Dialing extensions by the user name:



-  Press the **LEFT** soft-key which acts as the **Phonebook** soft-key



-  Continue to press the **LEFT** soft-key until you see “**Ext Phonebook**” across the top of the display
-  Use the keypad to enter the first letter of the extension user’s name you would like to call and press the **Joystick straight IN** which acts as the **OK** soft-key
-  Use the **Joystick UP** or **DOWN** until the person you would like to call is displayed
-  Press the **TALK** key


HANDS FREE OPERATION

Allows you to enable and disable the hands free operation:

-  While on a call (without using a headset), press the **TALK** key **once**. This will enable the speaker on the back of the phone and the display will show “**Speaker Phone**”
-  To disable the speakerphone and return to handheld mode, press the **TALK** key once more. This will disable the speaker on the back of the phone and the “**Speaker Phone**” which was displayed will disappear


HEADSET OPERATION

To enable and disable the headset mode of operation:


-  Simply insert your 2.5 mm headset into the headset jack on the side of the phone to enable the function or remove the headset to disable it

HOLD



To place a call on hold:

-  While on a call press the **HOLD** key

To place a call on exclusive hold (preventing it from being accessed by another extension):

-  While on a call press the **HOLD** key **twice**

To retrieve a caller that you’ve placed on hold:

-  Press the **INT** key for internal calls **or –**
-  For outside calls, push the **Joystick** to the **RIGHT** and then press the corresponding digit (**0-9,*,#**) for the **CO key*** of the line holding wish to retrieve (a key with a slow flashing solid “O” next to it on the right side of the display) **or –**

- ☎ For outside calls, push the **Joystick** to the **RIGHT** and then push the **Joystick UP** or **DOWN** to move the cursor to the appropriate **CO key*** of the line holding you wish to retrieve (a line key with a slow flashing solid "O" next to it on the right side of the display). Then press the **Joystick** straight **IN** which acts as the **OK** soft-key

To retrieve a caller that someone else has placed on hold:

- ☎ Push the **Joystick** to the **RIGHT** and then press the corresponding digit (**0-9, *, #**) for the line holding you wish to retrieve (a line key with a slow flashing "O" next to it on the right side of the display) **or** –
- ☎ Push the **Joystick** to the **RIGHT** and then push the **Joystick UP** or **DOWN** to move the cursor to the appropriate **CO key*** for the line holding you wish to retrieve (a line key with a slow flashing "O" next to it on the right side of the display). Then press the **Joystick** straight **IN** which acts as the **OK** soft-key

To put a call on hold and answer another line(s):

- ☎ Press the **HOLD** key
- ☎ Push the **Joystick** to the **RIGHT** and then press the corresponding digit (**0-9, *, #**) for the line holding you wish to answer (a line key with a rapidly flashing "O" or solid "O" next to it on the right side of the display) **or** –
- ☎ Push the **Joystick** to the **RIGHT** and then push the **Joystick UP** or **DOWN** to move the cursor to the appropriate **CO key*** for the line holding you wish to answer (a line key with a rapidly flashing "O" next to it on the right side of the display). Then press the **Joystick** straight **IN** which acts as the **OK** soft-key
- ☎ To answer other incoming calls, repeat the steps above
- ☎ To return to the other caller(s), press **HOLD** for the current caller, followed by the **Joystick** to the **RIGHT** and then press the corresponding digit (**0-9, *, #**) for the line holding you wish to retrieve (a line key with a slow flashing solid "O" next to it on the right side of the display) **or** –
- ☎ Press **HOLD** for the current caller, followed by the **Joystick** to the **RIGHT** and then push the **Joystick UP** or **DOWN** to move the cursor to the appropriate **CO key*** for the line holding you wish to retrieve (a key with a slow flashing solid "O" next to it on the right side of the display). Then press the **Joystick** straight **IN**, acts as the **OK** soft-key

To retrieve a call holding at another extension:

- ☎ Press *** 5 1** plus the **DSS key*** **or** the **extension number**
- ☎ Press the **TALK** key

ONE TOUCH KEY

Using One-Touch Speed Dial Keys (F-CO / DSS Keys*):

- ☎ Push the **Joystick** to the **RIGHT** which acts like the **F-CO** soft-key
- ☎ Press the corresponding digit (**0-9, *, #**) for the **One-Touch key (F-CO/DSS key*)** that you wish to use **or** –
- ☎ Push the **Joystick UP** or **DOWN** to move the cursor to the appropriate **One-Touch key (F-CO/DSS key*)** that you wish to use. Then press the **Joystick** straight **IN** which acts as the **OK** soft-key

PAGING

To page:

- ☎ Press *** 3 3** plus the two-digit **paging group** followed by the **TALK** key **or** -
- ☎ Press the **F-CO/DSS Key*** preprogrammed as a page key
- ☎ After the tone, voice your announcement
- ☎ Hang up **or** if you require a response, please wait

To answer a page:

- ☎ Press *** 4 3** and then press the **TALK** key
- ☎ After the tone, you will be connected to the caller

RINGER/VIBRATE SETTING

To program how the phone will alert when receiving calls internally, from the outside, as a group or calls from contacts in your various Private Categories:

- ☎ Enter the **Main Menu** by pressing the **Joystick** straight **IN** which acts as the **Main Menu** Soft-key
- ☎ Use the **Joystick UP** and **DOWN** or **LEFT** and **RIGHT** to the **"Setting Handset"** sub-menu
- ☎ Press the **Joystick** straight **IN** as the **OK** soft-key



- ☎ Use the **Joystick UP** or **DOWN** to move the cursor to the **"Incoming Option"** sub-menu
- ☎ Press the **Joystick** straight **IN** as the **OK** soft-key
- ☎ Use the **Joystick UP** or **DOWN** to move the cursor to the **"Ringer Type"** sub-menu
- ☎ Press the **Joystick** straight **IN** as the **OK** soft-key
- ☎ Use the **Joystick UP** or **DOWN** to move the cursor to the type of call you need to change. Select either **"Intercom Ring"**, **"CO Ring"**, **"Group Ring"** or **"Private Ring"**
- ☎ Press the **Joystick** straight **IN** as the **OK** soft-key
- ☎ If changing the **Ringer Type** for the **Private Categories**, you will have to use the **Joystick UP** or **DOWN** to move the cursor to the specific Category number you want to change. Then press the **Joystick** straight **IN** as the **OK** soft-key
- ☎ Use the **Joystick UP** or **DOWN** to move the cursor to the item you want to change. Select either **"Ringer Pattern"** to select 1 of 6 ringers or 1 of 9 melodies, **"LED Pattern"** to select 1 or 4 colour sequences or **"Vib. Pattern"** to select 1 of 7 vibration settings
- ☎ Press the **Joystick** straight **IN** as the **OK** soft-key
- ☎ Press the **CANCEL (PWR)** key to exit

RINGER VOLUME ADJUSTMENT

While your phone is ringing:

- ☎ Use the **Joystick UP** or **DOWN** arrows to increase or decrease the ringer volume

While your phone is idle:

- ☎ Enter the **Main Menu** by pressing the **Joystick** straight **IN** which acts as the **Main Menu** Soft-key

- Use the **Joystick UP** and **DOWN** or **LEFT** and **RIGHT** to the “**Ringer Volume**” sub-menu
- Press the **Joystick** straight **IN** as the **OK** soft-key



- Use the **Joystick UP** or **DOWN** to change the current ringer volume
- Press the **Joystick** straight **IN** as the **OK** soft-key
- Press the **CANCEL (PWR)** key to exit

SPEED DIAL - STATION DIRECTORY

To store a contact in the HS (Handset) Phonebook (100 speed dial numbers may be stored):

- Enter the **Main Menu** by pressing the **Joystick** straight **IN** which acts as the **Main Menu** Soft-key
- Use the **Joystick UP** and **DOWN** or **LEFT** and **RIGHT** to the “**New Phonebook**” sub-menu
- Press the **Joystick** straight **IN** as the **OK** soft-key



- The phone will display how many remaining entries exist in the phonebook and, providing there is space, will prompt you to enter the name of your contact. Use the keypad to select each letter required for the name (Max. of 16 characters). You can also use the **Joystick LEFT** and **RIGHT** to move the cursor or press the **XFER/CLR** key to correct a single misdialled entry
- Press the **Joystick** straight **IN** as the **OK** soft-key
- You will now have an opportunity to enter the phone number as you would dial it from your phone (this may consist of including a **9** in front of the number). Once completed, press the **Joystick** straight **IN** as the **OK** soft-key
- To assign the new contact into a group or “Private Category” use the **Joystick UP** or **DOWN** to move the cursor to the Category required or leave it at **Off**
- Press the **Joystick** straight **IN**, the **OK** soft-key to save
- Press the **CANCEL (PWR)** key to exit

Dialing using H/S (Handset) Phonebook speed dials:

- Press the **LEFT** soft-key which acts as the **Phonebook** soft-key



- You should see “**H/S Phonebook**” across the top of the display (if not continue to press the **LEFT** soft-key)
- Use the keypad to enter the first letter of the contact name you would like to call and press **Joystick** straight **IN** which acts as the **OK** soft-key
- Use the **Joystick UP** or **DOWN** until the person you would like to call is displayed
- Press the **TALK** key

SPEED DIALS – SYSTEM DIRECTORY

Dialing system speed dials by name:

- Press the **LEFT** soft-key which acts as the **Phonebook** soft-key



- Continue to press the **LEFT** soft-key until you see “**PBX Phonebook**” across the top of the display
- Use the keypad to enter the first letter of the contact name you would like to call and press **Joystick** straight **IN** which acts as the **OK** soft-key
- Use the **Joystick UP** or **DOWN** until the person you would like to call is displayed
- Press the **TALK** key

TRANSFERRING CALLS

To transfer a caller while on a call:

- Select the preprogrammed **DSS Key* or –**
- Press the **XFER/CLR** key and then dial the desired **extension number or –**

To transfer a caller to an outside number:

- For those who have this authority, while on a call press the **XFER/CLR** key
- Select a **line or dial 9** plus the **external number**
- Do one of the following:
 - To complete the transfer - hang up using the **CANCEL (PWR)** key
 - To announce the transfer - wait for an answer, consult and then hang up using the **CANCEL (PWR)** key
 - To cancel the transfer - press the **XFER/CLR** key

TRANSFERRING CALLS DIRECTLY TO VOICEMAIL

To transfer a caller directly to a mailbox:

- Select the **CO/DSS Key*** preprogrammed as **VOICEMAIL TRANSFER (VTR)**
- Select the preprogrammed **DSS Key* or dial** the desired **extension number**
- To complete the transfer and hang up using the **CANCEL (PWR)** key






VIBRATE ALERT SETTING

To program if the phone will vibrate when receiving calls:

- Enter the **Main Menu** by pressing the **Joystick** straight **IN** which acts as the **Main Menu** Soft-key
- Use the **Joystick UP** and **DOWN** or **LEFT** and **RIGHT** to the “**Setting Handset**” sub-menu
- Press the **Joystick** straight **IN** as the **OK** soft-key





- Use the **Joystick UP** or **DOWN** to move the cursor to the “**Incoming Option**” sub-menu
- Press the **Joystick** straight **IN** as the **OK** soft-key

-  Use the **Joystick UP** or **DOWN** to move the cursor to **“Vibrate”**
-  Press the **Joystick** straight **IN** as the **OK** soft-key
-  Use the **Joystick UP** or **DOWN** to move the cursor to **“Vib. & RING”** which has both the vibrate alert and the audible ringer working at the same time **or** **“Vib. → RING”** which has the vibrate alert active for 5 rings and then stops while the audible ringer begins **or** **“Off”** which disables the vibrate ringer and has only the audible ringer activated
-  Press the **Joystick** straight **IN** as the **OK** soft-key
-  Press the **CANCEL (PWR)** key to exit

WIRELESS XDP PARALLEL MODE FROM PS

Using your PS (Portable Station) as a parallel extension to a desk phone:

-  Press *** 4 8 1** plus the **extension number** to which the wireless phone will be in parallel mode with **or** press *** 4 8 0** to cancel
-  Press the **TALK** key

***Note:** Flexible CO key or F-CO also called a DSS key can be preprogrammed in many ways. It can be programmed as a line appearance, one-touch key for externals numbers, a system feature key or as a co-worker's extension (referred to as a DSS key - Direct Station Selection). If programmed as a DSS Key you may call the extension or transfer a call to them by activating the DSS key as instructed in the document above. On wireless phone you will see a solid "O" next to the DSS key on the right side of the display when that co-worker's extension is busy.

****Note:** Function (FUNC) Keys can be programmed with a variety of system functions. These include Redial, Forward and Do Not Disturb (Fwd/DND) indication, perform a Flash/Recall on a line, enable or disable Auto Answer, initiate a conference call, insert a pause when programming a phone number, access Auto Dial numbers, enter station programming.