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 Scaling to None (Acrobat 6 or later), or uncheck ‘Shrink oversize pages’ and ‘Expand small pages’. (Acrobat 5).

**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.
**Setting the Ringer Volume**

When the telephone is idle (not on a call), press the left side of the VOLUME key to reduce the ringer volume, or press the right side to increase 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 RINGER OFF is shown in the display, press the right side of the VOLUME key while you are not on a call to enable the ringer.

**Setting Up Speed Dial Keys**

Press the MENU key to enter Setup Mode.

Select USER from the main menu, and then select KEYS.

Press an unlit Speed Dial key.

Enter the speed dial string with the dial pad.

Enter a # character at the end for immediate dialing.

When you have finished editing the Speed Dial key, press the OK key to return to the key selection menu or press the MENU key to exit Setup Mode.

**Call Directory**

The Call Directory allows you to easily access up to 36 speed dial numbers.

Press the DIRECTORY key to view the Call Directory.

Directory entries are displayed on nine screen pages, with four entries per page.

To see a different directory page, select a page by pressing a dial pad key (1-9), or press the Left Arrow or Right Arrow key.

Press the softkey that is under the number that you want to dial.

Select EDIT from the User Setup menu to add a new directory entry or edit an existing one.

Enter a # character at the end of the number for immediate dialing.

**Line Appearance Key Indicators**

Call states are shown by the Line Appearance key indicators.

- **I-Use** – steady green
- **In Use** – steady red
- **I-Hold** – winking green
- **Ringing** – flashing green

**Display and Menu/Navigation Keys**

Press the DIRECTORY key to view the Call Directory.

Press the DIRECTORY key again to exit.

Directory entries are displayed on nine screen pages, with four entries per page.

Available Call Actions

Select Item shown on Menu

Navigate Menus, Move Text Cursor

Select Page

Save Changes, Exit Menu

**Quick Reference**

Press the DIRECTORY key to view the Call Directory.

Press the DIRECTORY key again to exit.

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To see a different directory page, select a page by pressing a dial pad key (1-9), or press the Left Arrow or Right Arrow key.

Press the softkey that is under the number that you want to dial.

Select EDIT from the User Setup menu to add a new directory entry or edit an existing one.

Enter a # character at the end of the number for immediate dialing.
User Setup Options
You can customize your telephone with these user options:
CLOCK – Time and Date
KEYS – Speed Dial
DIR – Call Directory
RING – Ringing Options

The system may be configured to set the clock automatically.

Press the MENU key to enter Setup Mode.
Select USER from the main menu, then select the option you want to change.

Press the MENU key when finished.

Placing a Call
Manual Dialing
Dial the number with the dial pad, and then select SEND, lift the handset, press the SPEAKER key, or press the HEADSET key.
You can also go off-hook before dialing. Select SEND or press the OK key after all digits are entered.

Speed Dialing or Direct Station Select
Press a speed dial or DSS/BLF key to automatically access an idle line and dial a number.
You can also dial from the Call Log or Call Directory.

Press the LOG key to view the call log.
Press the LOG key again to exit.

To answer the call shown in the display, lift the handset, press the SPEAKER key, or press the HEADSET key.

To answer a different ringing call, press its Line Appearance key.

Select HOLD to place a call on hold.
Or press another Line Appearance or DSS key to automatically place the current call on hold and access another line appearance.

Select UNANS (unanswered calls), ANSWD (answered calls), or OUT (outgoing) calls.
Press the Down Arrow key to view previous (older) calls.
Press the Up Arrow Key to view the last-displayed (newer) call.
Select DELETE to remove the call from the log.
Select DETAIL to view IP packet statistics; select DATE to return to the time/date/duration display.

To dial the logged call entry, select CALL to access an idle line and show the logged directory number in the display.
Add any required prefixes, such as ‘9’ or ‘91’, then press the key under the displayed number to dial.

Select TRAN to place the current call on hold and access a new idle line appearance.
Press a speed dial or DSS/BLF key to dial the party to whom you wish to transfer the call.
Or press the key of a held call that you wish to add to the conference.

After the added party answers, select CONF to conference all parties together.

To remove the last party added, select DROP.
To remove yourself from the conference, disconnect the call (hang up). Other parties may remain connected, depending on the system configuration.

Press the MENU key to view the call log.
Press the MENU key again to exit.

Select UNANS, if it is shown in the display, to show unanswered calls.

Select CONF to place the current call on hold and access a new idle line appearance.
Dial the party you wish to add to the conference.
Or press the key of a held call that you wish to add to the conference.

To remove the last party added, select DROP.
To remove yourself from the conference, disconnect the call (hang up). Other parties may remain connected, depending on the system configuration.

You can customize your telephone with these user options:
CLOCK – Time and Date
KEYS – Speed Dial
DIR – Call Directory
RING – Ringing Options

The system may be configured to set the clock automatically.

Press the MENU key to enter Setup Mode.
Select USER from the main menu, then select the option you want to change.

Press the MENU key when finished.