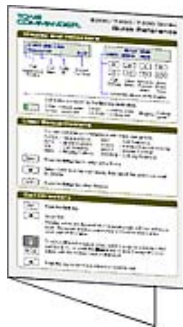


### Printing Instructions

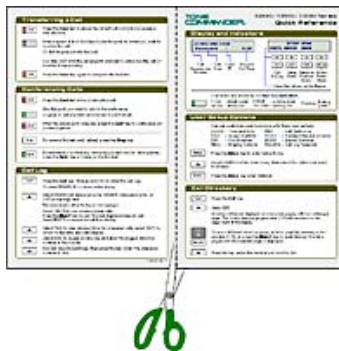
You can print this document on a single side of a letter-size sheet of paper and fold in half, or print duplex (two-sided) and cut for two Quick Reference Cards.

The finished size is 5.5" x 8.5" after folding or cutting.



#### To print single-sided:

- In the Print dialog, set Page Scaling to None (Acrobat 6 or later), or unchecked 'Shrink oversized pages' and 'Expand small pages'. (Acrobat 5).
- Print page 3 to a letter-size sheet, landscape (sideways) orientation..
- Fold the printed sheet in half.






#### To print duplex:




- In the Print dialog, set Page Scaling to None (Acrobat 6 or later), or unchecked 'Shrink oversized pages' and 'Expand small pages'. (Acrobat 5).
- Print pages 3 and 4 to a letter-size sheet, landscape (sideways) orientation, duplex, flipped on the short edge..
- Cut the sheet in half for two cards.

*{this page intentionally blank}*


### Transferring a Call

-  Press the **Tran** key to place the current call on hold and access a new idle line.
-  Press a speed dial or DSS key to dial the party to whom you wish to transfer the call.  
Or dial the party with the dial pad.
- You may wait until the called party answers to announce the call, or transfer it immediately after hearing ringback tone.
-  Press the **Tran** key again to complete the transfer.

### Conferencing Calls

-  Press the **Conf** key to place the current call on hold and access a new idle line.
- 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.
-  After the added party answers, press the **Conf** key to conference all parties together.






---

-  To remove the last party added, press the **Drop** key.

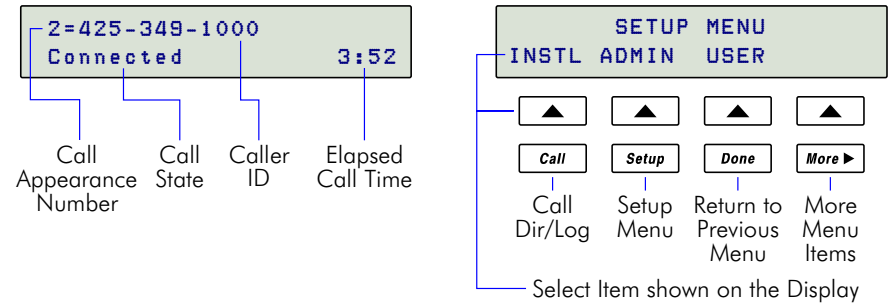
---

- To end a conference, removing you and all other parties, disconnect the call (hang up).



### Call Log

-  Press the **Call** key, then select LOG to enter the call log.  
Or select UNANS, if it is shown in the display.
-  Select UNANS (unanswered calls), ANSWD (answered calls), or OUT (outgoing) calls.  
The most recent call in the log will be displayed.  
Select ←BACK to view previous (older) calls.  
Press the **More ▶** key to view the last-displayed (newer) call.  
Select DELETE to remove the call from the log.
-  Select TIME to view elapsed time for answered calls; select DATE to return to the time and date display.
-  Select DIAL 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.

### Display and Indicators






Call states are shown by the **line key indicators**.

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





### User Setup Options

You can customize your telephone with these user options:




- CLOCK – Time and Date
- KEYS – Speed Dial/DSS
- DIR – Call Directory
- RING – Ringing Options
- PREF – Call Preference
- VOICE – Handset/Headset Volume
- DISPLY – Display Contrast
- PASSWD – Call Log Password

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




### Call Directory

-  Press the **Call** key.
-  Select DIR.  
Directory entries are displayed on nine screen pages, with four entries per page. The current directory page number (1-9) will be shown at the upper right of the display.
-  To see a different directory page, select a page by pressing a dial pad key (1-9), or press the **More ▶** key to cycle through the nine pages until the desired page is displayed.
-  Press the key under the number you want to dial.


### Transferring a Call

-  Press the **Tran** key to place the current call on hold and access a new idle line.
-  Press a speed dial or DSS key to dial the party to whom you wish to transfer the call.  
Or dial the party with the dial pad.
- You may wait until the called party answers to announce the call, or transfer it immediately after hearing ringback tone.
-  Press the **Tran** key again to complete the transfer.

### Conferencing Calls

-  Press the **Conf** key to place the current call on hold and access a new idle line.
- 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.
-  After the added party answers, press the **Conf** key to conference all parties together.






---

-  To remove the last party added, press the **Drop** key.

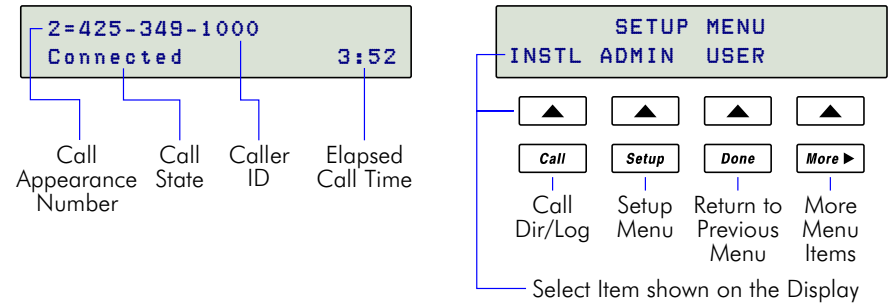
---

- To end a conference, removing you and all other parties, disconnect the call (hang up).




### Call Log

-  Press the **Call** key, then select LOG to enter the call log.  
Or select UNANS, if it is shown in the display.
-  Select UNANS (unanswered calls), ANSWD (answered calls), or OUT (outgoing) calls.  
The most recent call in the log will be displayed.  
Select ←BACK to view previous (older) calls.  
Press the **More ▶** key to view the last-displayed (newer) call.  
Select DELETE to remove the call from the log.
-  Select TIME to view elapsed time for answered calls; select DATE to return to the time and date display.
-  Select DIAL 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.

### Display and Indicators






Call states are shown by the **line key indicators**.

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





### User Setup Options

You can customize your telephone with these user options:

- CLOCK – Time and Date
- KEYS – Speed Dial/DSS
- DIR – Call Directory
- RING – Ringing Options
- PREF – Call Preference
- VOICE – Handset/Headset Volume
- DISPLY – Display Contrast
- PASSWD – Call Log Password

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

### Call Directory

-  Press the **Call** key.
-  Select DIR.  
Directory entries are displayed on nine screen pages, with four entries per page. The current directory page number (1-9) will be shown at the upper right of the display.
-  To see a different directory page, select a page by pressing a dial pad key (1-9), or press the **More ▶** key to cycle through the nine pages until the desired page is displayed.
-  Press the key under the number you want to dial.