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 uncheck ‘Shrink oversize 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 uncheck ‘Shrink oversize 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.
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).

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
  - **PREF** – Call Preference
  - **KEYS** – Speed Dial/DSS
  - **VOICE** – Handset/Headset Volume
  - **DIR** – Call Directory
  - **DISPLY** – Display Contrast
  - **RING** – Ringing Options
  - **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 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.
- Select 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.

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.
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Or dial the party with the dial pad.

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Press the **Tran** key again to complete the transfer.

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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.

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