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 Volume Up or Volume Down key to change 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 Volume Up key while you are not on a call to enable the ringer.

Setting Up Speed Dial Keys

Press the SETUP key to enter Setup Mode.

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

Press an unlit multifunction key.

Select NUMBER.

Enter the speed dial string with the dial pad.

Enter a # character at the end for immediate dialing.

If the speed dial key is located on the phone (not on an 8030X Button Expansion Module), select LABEL, and then enter a label with the dial pad. The label will be shown on the display next to the key.

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

Transferring a Call

Press the TRAN key 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 dial the party with the dial pad and then select SEND.

You may wait until the called party answers to announce the call, or transfer it immediately before the called party answers.

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 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.

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 remove yourself from the conference, disconnect the call (hang up). Other parties may remain connected, depending on the system configuration.

Placing a Call

Manual Dialing

Dial the number with the dial pad, and then select SEND, lift the handset, press the SPKR 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.

Answering a Call

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.

Holding a Call

Press the HOLD key to place a call on hold.

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

To reconnect to a held call, press its Line Appearance key or the HOLD key.

Call Log

Press the LOG key to view the call log.

Press the LOG key again to exit.

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

Select UNANS (unanswered calls), ANSWD (answered calls), OUT (outgoing) calls, or ALL (all call types).

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 call log 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’, and then select SEND or press the OK key.