

Printing Instructions

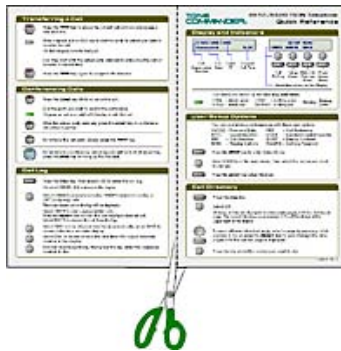
You can print this document on a single side of a letter-size sheet of paper and fold in half, or print duplex (two-sided) and cut for two Quick Reference Cards.

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.

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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.

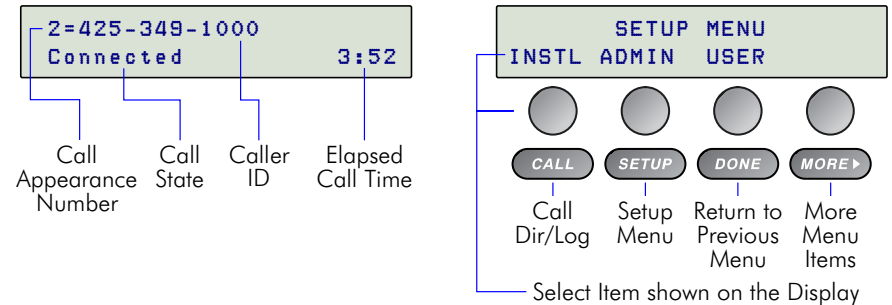


Select DIAL to access an idle line and show the logged directory number in the display.



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

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 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.



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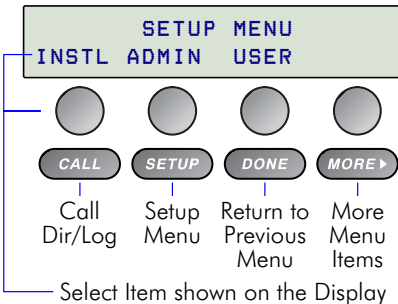
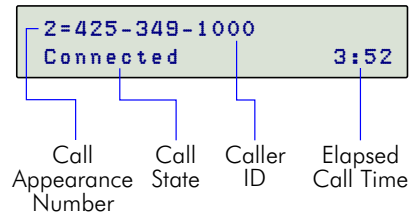


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