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.
Call Directory

Press the **DIR** key.
Directory entries are displayed on 10 screen pages, with 10 entries per page. The current directory page number (1-10) will be shown at the lower right of the display.

To see a different directory page, select a page by pressing a dial pad key (1-9, or 0 for page 10), or press the up or down arrow keys to cycle through the 10 pages until the desired page is displayed.

Press the multifunction key next to the directory entry that you want to dial.

Using a Headset

To use a headset, your telephone must be configured for headset use – refer to the 8810 User Guide.

Use the **HEADSET** key as the hookswitch, to answer or disconnect a call.
All dialing that automatically selects a line will connect to the headset.

To switch a call from the handset to the headset, first press the **HEADSET** key, then hang up the handset.

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 the Time and Date

Press the **SETUP** key.
Select USER, then select CLOCK.
Enter the time and date with the dial pad.
Press the **SETUP** key when finished.

Display and Menu/Navigation Quick Keys

**Display and Menu/Navigation Quick Keys**

**Call Information**
- **1=From 999 555-1021 Connected**
- **7=From 999 555-1030 Call Held**
- **999-555-1020 DIRECTED CALL PICKUP**
- **999-555-1031 CALL FORWARD**
- **Garret Beck CALL BACK**

**Current Date**
- **Active Call**
- **Caller ID**

**Select Item shown on the Display**

**Log**
- **Setup Menu**
- **Phone and Call Info**
- **Call Directory**

**Select Page**

**Navigate Menus, Move Text Cursor**

**Save Changes, Exit Menu**

**Line Key Indicators**

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

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

- CLOCK
- KEYS
- DIR
- RING

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.

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).

Answering a Call

To answer the call shown in the display, lift the handset, or press the SPKR key, or press the HEADSET key (if enabled).

If your telephone is not set to automatically select a ringing line, you may need to press the ringing call's line key.

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

Press the LOG key to enter the call log.

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).

The most recent call in the log will be displayed.

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 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.

Press the SPKR key or press the HEADSET key (if enabled).

Press another line or DSS key to automatically place the current call on hold and access another line.

To reconnect to a held call, press its line key.