

### 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 oversized 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.

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**Call Directory**

**DIR**

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.

**JKL 5**

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**

**SETUP**

Press the **SETUP** key.



Select **USER**, then select **CLOCK**.

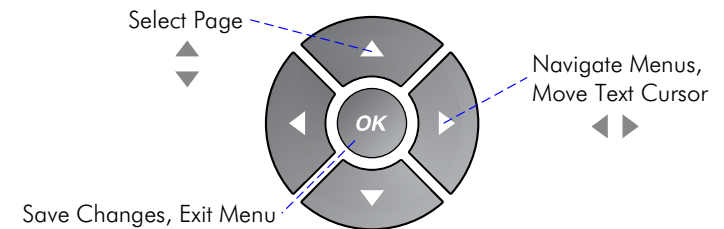
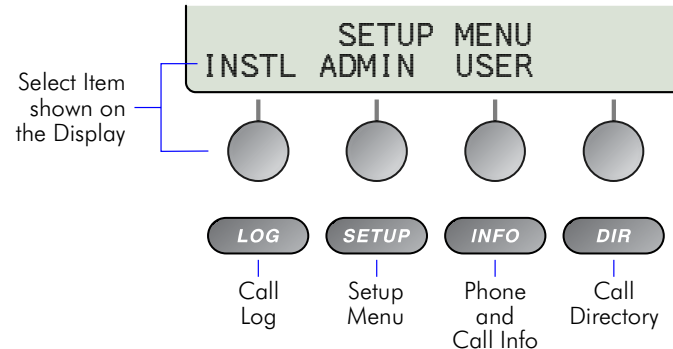
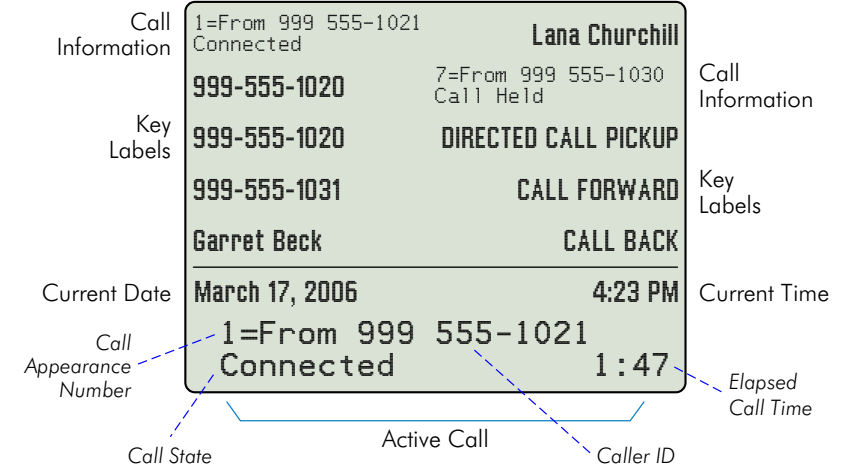
**JKL 5**

Enter the time and date with the dial pad.

**SETUP**

Press the **SETUP** key when finished.

**Display and Menu/Navigation Keys**



**Line Key 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

 **SETUP**

Press the **SETUP** key to enter Setup Mode.



Select **USER** from the main menu, then select the option you want to change.

 **SETUP**

Press the **SETUP** key when finished.

## Placing a Call



### Manual Dial

Lift the handset, or press the **SPKR** key, or press the **HEADSET** key (if enabled), then dial the number with the dial pad.



You may need to press an idle line key before dialing.



### Speed Dial or Direct Station Select

Press a speed dial or DSS 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, 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.

## Holding a Call



Press the **HOLD** key to place a call on hold.



Or 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.

## 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

 **LOG**

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.