

Getting Started - Button Layout

Soft Keys

12 programmable keys that support up to 48 functions e.g. contacts

Active Call

Hang up

Hold

Options

Accesses services and options to customise your phone

Mute

Volume

Function Keys

4 programmable/state based soft keys that support 18 functions

Speaker/Handset

Toggle the phone's audio between speaker and handset

Hot Keys

Your phone has been setup with the following Hot Keys. Press and hold (3 secs)

- 1 - to access your Voicemail
- 9 - to perform a call Pickup



Basic Call Handling


Placing a Call

Lift the handset or Press  for Speakerphone
Dial number and press the **Dial** key


Ending a Call

Place the handset on its cradle or press 

Answering a Call

Lift the handset for handset operation or press the **Line** key or  for handsfree operation.



Ignoring a Call

Press the  when the phone is ringing to ignore the incoming call and send the incoming call to voicemail (if configured)

Muting

Press the  key to mute the handset, headset or speaker

Holding and Resuming

To place a call on hold, press  when connected to call.
To resume, press  again or press the **Line** key which call is on

Voicemail

To access your voicemail hold down 1 or dial 555 from your Desk phone. Follow the prompts/instructions to setup personal greeting and manage voice messages.

Warning!

The headset port is for headset use only. Plugging in any other device into this port may cause damage to the phone and will void your warranty

Call Transferring

Blind/Cold Transfer

Blind transfer transfers the current call to the recipient immediately and disconnects you. This works well if the transfer recipient is awaiting a call from somebody.

To make a Blind transfer simply press on the **Xfer soft key** then enter the recipients number, or press the corresponding button next to contact on left hand side.

Then press **Xfer** again.

Attended/Warm Transfer

Attended transfer allows you to introduce the call to the recipient prior to connecting the transfer through.

To make an Attended transfer simply press on the **Xfer soft key** then enter the recipients number, or press the corresponding button next to contact on the left hand side to call the recipient. Once introduction is made and recipient is willing to take the call, press **Xfer** again.



Tip: To remember to press the Transfer button at the start and at the end, think of a sandwich. With the recipient being the sandwich filling.

Xfer > Recipient > Xfer

3-Way Conferencing



In an active call, press the **Conf** key.

Enter the intended party's number or press the corresponding button next to contact on the left hand side. Additionally you can input an external number and press **Dial**.

When ready, press the **Conf** key again.

Customisation

Adjusting the Volume

Press   during a call to adjust call volume. Pressing while handset is down and inactive adjusts ringer volume.

The screenshot shows the phone's call interface. At the top, it displays 'L1: John Smith'. Below this is a grid of softkeys for various contacts: George Brown, Mark Waters, Martin Perderson, Tom Wilson, Samantha Lane, Andrew Senna, John Stevens, David Williams, Martha Gold, Voicemail, and Tabatha Jackson, Home. A central area shows a 'Picture ID' of Francois Dupont with his phone number +4969435559200. To the right, a 'Call Timer' shows 00:42. A 'Status Indicator' shows 'Hi-Q'. At the bottom, there are 'Caller features' (Drop, Conf, Xfer) and a 'Page Toggle' (three dots).