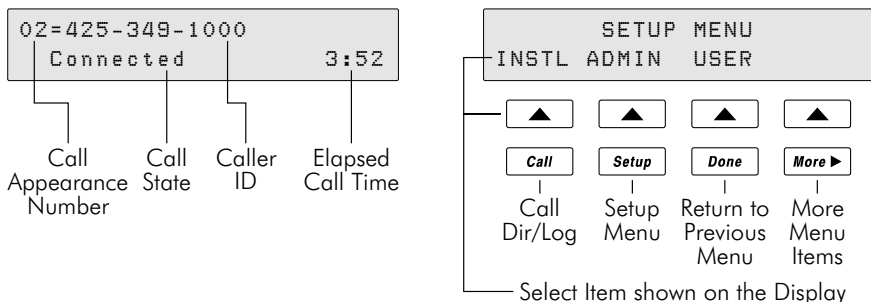


Display and Indicators



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

SPDIAL – Speed Dial Keys

DIR – Call Directory

RING – Ringing Options

PREF – Call Preference

VOICE – Handset/Headset Volume

DISPLY – Display Contrast

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.

Call Directory

Call

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.

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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.

More►



Press the key under the number you want to dial.

Transferring a Call



Tran

Press the **Tran** key to place the current call on hold and access a new idle line.



Press a speed dial 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.



Tran

Press the **Tran** key again to transfer the call.

Conferencing Calls



Conf

Press the **Conf** key while on an active call.

Dial the party you wish to add to the conference.

Or press an active or held call's line key to add that call.



Conf

After the added party answers, press the **Conf** key to conference all parties together.



Drop

To remove the last party added, press the **Drop** key.



Spkr

To terminate a conference, removing yourself and all other parties, press the **Spkr** key or hang up the handset.

Call Log



Call

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, then press the key under the displayed number to dial.