



BASIC FUNCTIONS

Receive a call

Click the green dial / answer key when the phone is ringing

Make an external call

Dial the full telephone number, including area code (or select it from a list) then press green Talk key

Use the directory

Click on the directory symbol at the bottom of the Control key. Scroll to select a number or type the name using number key pad. Then press Talk key.

Redial

Click green dial key briefly when the phone is idle. Scroll through list of numbers by using the up/down on the Control key. Select the number and press the green dial key

To transfer calls to another handset

Option 1: Using R button

Please note the R button is the 0 button on the dialling keypad.

- Hold 0 (R) button for 5 seconds. The call will be placed on hold
- Dial the number or extension, announce the call, hold 0 (R) button again for 5 seconds to complete the transfer

Option 2: Using screen options

- On an active call > press "EXT Call". The call will be placed on hold.
- Then dial the number or extension, announce the call
- Press Menu > Transfer call

Access voicemail system

- Press and hold the 1 key
- The number of new voice mails will appear

Mute a call

- Press the righthand option on the Control key (it looks like a mic)
- Press again to un-mute

Silent mode

- Hold down the star key to toggle silent mode on/off
- The handset will not ring but can still answer calls in silent mode

Send an incoming call to Voicemail

- Press the End Call key whilst the phone is ringing

Show missed external calls

- Press the Message key
- Scroll using the down menu key until "Calls List" is shown
- Press the OK softkey and scroll through the list, which shows the number date and time of the call

Conference Call 3-Way

- During a call or when you have a call on hold, call another person by pressing Menu > External Call > Accept > ENTER PHONE NUMBER > Dial
- Once the call has been answered, press Menu > Conf

Switch to loudspeaker

- When on a call, press green Talk key
- Press the green Talk key again to turn the loudspeaker off and return the call to the earpiece