Signal status
dashed circle shows when base is off or phone is out of range

Menu keys
volume, scroll, directory & internal calls

Dial, Answer & Handsfree

1 key
hold to access voicemail

Star key
hold to toggle silent mode

Message key
flashes with missed calls

Battery status

Internal handset name

Soft keys

End call & Power key
hold to turn handset off/on

Hash key
hold to lock & unlock key pad

R key
place call on hold or external transfer

Microphone

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, then press green dial key

Make an internal call
Click INT on right side of the menu key. Use up/down menu keys to scroll through the list and then press green dial key

Redial
Click green dial key or Redial softkey when the phone is idle. Scroll through list of numbers by using the up/down menu keys. Select the number and press the green dial key

HOW TO

Send an incoming call to Voicemail

- Press the "Reject" softkey whilst the phone is ringing

To transfer calls to another handset

- Click the INT menu key
- Use the up/down menu keys to scroll through the list
- Select a number and press the green dial key
- When the other handset answers press red end-call key to transfer

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

Place a call on hold

- Press the R key
- Press the "End" softkey to get the call back

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

Switch to loudspeaker

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

Access voicemail system

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

Dial from the directory

- Press the lower part of menu key
- Use the up/down menu keys to scroll through the directory & press green dial key to call a number
- The directory can also be used when transferring