



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

Dial from the directory

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

Access voicemail system

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

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