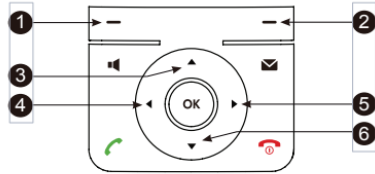





Short Cut Keys




- ① Access the call history records.
- ② Check the line status.
- ③ Access the intercom list, select one to place an internal call.
- ④ Decrease the ringer volume.
- ⑤ Increase the ringer volume.
- ⑥ Access the directory list.

Turn Handset on/off

To turn the handset on:





- Press , then the LCD screen lights up.
- Place the handset in the charger cradle. The handset will be turned on automatically

To turn the handset off:




- Long press  to turn the handset off

Making a Call





Do one of the following:

1. Enter the desired number when the handset is idle
 - Press  to enter the pre-dialing screen
 - Enter the desired number using the keypad
2. Press ,  or  to dial out

Answer a call

- Press the **Accept** soft key.
- Press 
- Press 
- Press 

Ring Tones

1. Press the **OK** key to enter the main menu, and then select **Settings->Audio->RingTones->Melodies**
2. Press  or  to highlight the Intercom Call option or the desired line.
3. Press  or  to select the desired ring tone
4. Press the **Save** soft key to accept the change


Voicemail

To listen to voice messages:


1. Press 

Lock/unlock keypad

To lock the keypad:

- Long press  when the handset is idle to lock the keypad

To unlock the keypad:




- Long press  again to unlock the keypad

Transfer a call

Blind Transfer

1. Press the **Options** soft key during a call, and then select **Transfer**
2. Enter the number you want to transfer the call to
3. Press the **Transfer** soft key

Attended Transfer

1. Press the **Options** soft key during a call, and then select **Transfer**
2. Enter the number you want to transfer the call to.
3. Press ,  or  to dial out
4. Press the **Transfer** soft key after the call is answered

End a call

Press 

Hold/Un-hold

To place a call on hold:



- Press the **Options** soft key during an active call, and then select **Hold**

To resume the call

Do one of the following:

- If there is only one call on hold, press the **Resume** soft key.
- If there are two calls on hold, press the **Resume** soft key to resume the current call. Press the **Swap** soft key to swap between calls

Adjust the volume


1. Press  or  when the handset is idle or ringing to adjust the ringer volume.




2. Press ◀ or ▶ during a call to adjust the receiver volume of speakerphone/earpiece/ headset.

Mute/Un-mute

To Mute:

Press  during a call to mute the call

To Un-mute:

- Press  again to un-mute the call.

Hosted PBX Short Codes

CALL FORWARD	<ul style="list-style-type: none">• Enable call forward: Dial *72 followed by the destination number (this can be an internal extension or an outside number)• Disable call forward: Dial *73
DIRECT EXTENSION PICKUP	Dial *87 followed by the ringing extension number
VOICEMAIL	<ul style="list-style-type: none">• Setup or listen to a specific voicemail box: Dial *97 followed by the voicemail box number and follow the prompts• Setup or listen to your voicemail box from you device: Dial *98 and follow the prompts
CALL PARKING	<ul style="list-style-type: none">• Park a caller: Dial *3 followed by the parking spot e.g. 101, 102 etc.• Retrieve a parked caller: Dial *3 followed by the parking spot e.g. 101, 102 etc.• Park a caller in the next available spot: Dial *4
CALL CENTER	<ul style="list-style-type: none">• Agent login: Dial *20• Set agent as ready: Dial *21• Set agent as away: Dial *22• Logout agent: Dial *23
HOT DESKING	<ul style="list-style-type: none">• Enable hot desking: Dial *11 followed by your hot desk ID• Disable hot desking: Dial *12• Toggle hot desking on and off: Dial *13 followed by your hot desk ID. <p>You can enter these shortcodes on any device.</p>