

Locate the Handset

To locate the handset, press the Wifi button on the base. Press any key on the handset to cancel the page.

Lock/Unlock the Handset

Hold the # key to lock and unlock the handset. Calls may be answered but only emergency numbers may be dialed. Hold the # key to unlock.

Answer a Call

Lift the handset from the base or;
press the green telephone button or;
press the speakerphone button or;
press the "Accept" softkey or;
press the "Silence" button to silence the ringer.

Answer a Call When Already on a Call

A beep and flashing red LED will indicate a second incoming call.
Press the Down Arrow to scroll to the new incoming call.
Press "Answer" softkey.

Adjust the Ringer

Press OK, Settings, Audio, Ring Tones, Melodies. Press the left and right arrows to choose a ringtone. Press Save.

Place a Call

Dial the desired number followed by the green Telephone button or;
Press the Speakerphone button followed by the desired number.

Hold

While on a call press Options then Hold. To resume the call press Resume or the speakerphone button.

Intercom (Instant one-way audio with another phone)

Dial *5 and the desired extension.

Page

Dial the extension of the page group (see the Directory for listings)

Transfer a Call

Press TRAN, dial the number, press TRAN.

Transfer an Announced Call







Press TRAN and dial the number. Wait for the recipient to answer, announce the call, press TRAN.

Volume

Ringer: While not on a call press the left or right arrows. Press "Save" when done.
Earpiece or speakerphone: While on a call press the left or right arrows.



Icon Legend

-  Keypad locked
-  Voicemail
-  Silent mode on
-  Missed Calls
-  Call Forward Active
-  Speakerphone on

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