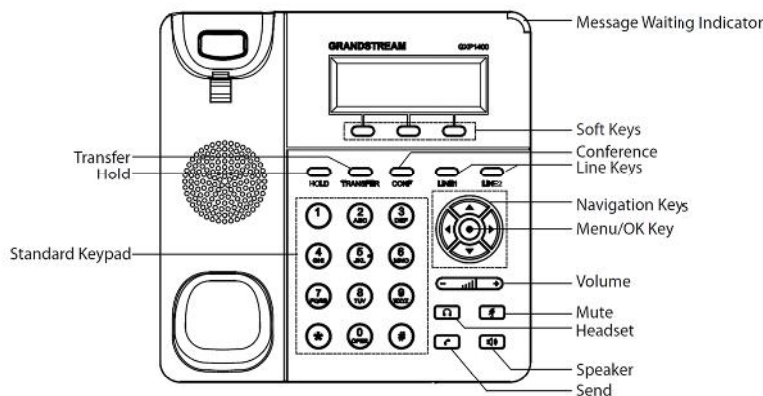




This phone has two line keys LINE 1 and LINE 2

- ✓ A green solid LINE key will indicate an ongoing call
- ✓ A blinking green LINE key indicates a call on hold
- ✓ A blinking red LINE key means there is an incoming call in Call Waiting mode.
- ✓ A turned off LINE key indicates the line is not in use.



Basic Key Functions

✓ Place a Call

Dial the destination number on the Keypad and press SEND key (phone icon) or #.

✓ Establish a Conference Call

- During a call, one of the LINE Keys (LINE 1 or LINE 2) will be green solid (indicating it's in use).
- Press the other LINE Key (the first call will be put on hold) , dial the second number and press SEND Key or #.
- Once you have both calls established press the CONF key. Press the green blinking KEY line to confirm the conference. A conference call is now established.

✓ Split a Conference Call

1. Once the conference call has been established, it can be split pressing the HOLD button, both calls will be put on hold separately with LINE 2 keys blinking in green.
2. Select any of the LINE keys to talk privately or switch between calls.
3. Both call can be re-conferenced following the steps described in "Establishing a Conference Call".

✓ Redial

- Pick up the handset or press the Speaker key.
- On screen the "Redial" option will be shown, press the corresponding Soft key to redial the last dialed number.

✓ Blind Transfer

- During an ongoing call, press the TRANSFER key and dial the destination number to transfer to.
- Press TRANSFER again, the call will be immediately transferred.

✓ Announced Transfer

- During an ongoing call, press the TRANSFER key and dial the destination number to transfer to.
- Press SEND key or # , the second call will be established allowing to announce the first call.
- Press the TRANSFER key to complete the announced transfer.

If the destination number doesn't answer, press the SPLIT soft key and select the blinking LINE KEY, the first call will be resumed.

✓ Do not disturb

When the phone is idle press : **Mute** to enable , **Mute** again to disable it
Note : When Do Not Disturb feature is turned on, the DND icon will appear on the right side of the LCD, incoming calls will not be accepted or directly go into voicemail.

✓ Check Voice Mail

Press the Soft Key "VMsg" and then press the Menu/OK Key, the system will ask for your voice mail password.

✓ To see the MAC address and ip address assigned to the phone press :

Menu/OK Key -> Status -> Network Status

✓ To Set Up your personal Mailbox

- Press the messages button or dial *09 to access your voice mail system.
- Listen to the prompts. You will be asked for a temporary password for the mailbox. Your temporary default password is: 1234. After login with the default temporary password, the system will prompt you for a personal permanent password. Password must be a 4 digit number (ie: 1971) and easy to remember.
- Write down a greeting that you want callers to hear. The greeting can be up to 45 seconds
- You will hear a list of options to customize your mailbox. At this point, OPTION 5 will allow you to record your personalized greetings.