SPEED DIALS

Adding Speed Dial

1. To add speed dials, press the *SpDial* ⬭ key and press *Add*

2. Use the *Dialpad* to enter the name. Use the *Case* key to switch between lower and upper case. Use the *Space* key, to insert a space between letters (13 characters max).

3. Press the key to the left of the number field and enter number using dialpad (26 characters max).

4. To save your entries, press the *Save* key or press cancel to not save new entries.

5. Press ⬭ to return to the home screen.

Editing Speed Dial

1. To edit speed dials, press the *SpDial* key and press edit.

2. Use the ◀▶ keys to locate entry that you want to edit.

3. Follow last 2 steps of adding a speed dial to edit name or number.

4. To insert a character, press Insert Mode and use arrow keys to move cursor without erasing characters. Use dialpad to insert character.

5. To change a character in middle of a word, use **Insert**, move cursor and press **Insert**. Use dialpad to change character.

Deleting Speed Dial

1. To delete speed dials, press the *SpDial* key and press delete.

2. Use the ◀▶ keys to locate entry that you want to delete.

3. The *Delete this entry?* Prompt is displayed.

4. To delete selected entry press *Yes*, or to cancel press the *Cancel* key.

CALL LOG

The default setting logs: unanswered; answered; and outgoing calls.

Viewing Call Log

1. To view the Call Log, press the *Log* key.

2. Use the ◀▶ keys to scroll through the Log.

3. To view information about a specific entry, press the button corresponding to the entry.

4. Press ⬭ to return to the home screen.

Making Calls from the Call Log

1. Locate the entry following steps 1-3 above and press the corresponding button.

2. Press the *Call* key to make the call.

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BASIC CALL HANDLING

1. To Answer a Call, lift handset or press speaker to answer hands free. To answer a 2nd call, press hold then press 2nd line key, with flashing bell.

2. To Make a Call, lift handset and dial or press speaker and dial the number. For internal calls, dial the extension, and for external calls, dial 9 first for an outside line.

3. To end call, replace handset, press speaker (if hands free) or press *Drop* to hang up and place another call.

TRANSFERRING A CALL

1. While on a call, press the *Transfer* key. ⬭

2. Dial the number of the person you want to transfer the caller to. If internal, dial their extension. If they are external, dial 9 for an outside line followed by their number.

3. Press *Transfer* again to complete transfer.

4. If no answer or 2nd person doesn't want to take the call:

    4.1 Press the *Drop* key ⬭ to hear dial tone and try another extension. .

    4.2 **To cancel the transfer:** press the holding ⬭ line key to go back to the 1st caller.

PLACING A CALLER ON HOLD

1. To put on hold, while on a call, press the *Hold* ⬭ key.

2. To go back to the caller, press the line key with the hold symbol beside it.

TRANSFER A CALL DIRECT TO VOICEMAIL

1. While on a call, press the *Transfer* key. ⬭
2. Press the Message button.
3. Slowly dial (star key *), (pound key #), (pound key #).
4. Hear system prompt and enter destination mailbox extension.
5. Press *Transfer* key.

CONFERENCE CALL

1. While on a call, press the *Conference* key.

2. Dial the number of the person you want to conference in. If the additional party is internal, dial their extension, if they are external; dial 9 for an outside line followed by their number.

3. Press *Conference* again to join all parties

4. Repeat the last 3 steps, to add additional parties. Up to 5 additional parties can be included.

5. If additional party doesn't want to join conference or is not available:

   5.1   Press the *Drop* key to hear dial tone and dial another extension.   .

   5.2   To cancel conference attempt: press the holding line key to go back to the caller or callers

DROP, REDIAL AND MUTE

DROP

Press *Drop* to disconnect you from your current call and to give you a new dialing tone.

REDIAL

To redial the last number entered, press the *Redial* key.

MUTE

To activate mute, press the *Mute* key and the red light appears. This cuts the microphone off one-way, therefore your caller cannot hear you but you can continue to hear your caller.

EDITING LABELS

1. Press the *Label Soft key*   key.

2. Press the Edit key.

3. Select the label you want to edit.

4. Use the *Dial pad* to enter the name or numbers. Use the *Case* key to switch between lower and upper case. Use the **Left** and **Right arrow** keys that display above the **Page Left** and **Page Right** buttons to move right and left as you enter the name. Use the *Space* key to insert a space between letters (13 characters max).

5. To save new label, press *Save,* then the *Phone/Exit* button.

SEND ALL CALLS (DO NOT DISTURB)

To send all your calls directly to your voicemail:

1. Press *Send All Calls.* It will change to dark grey.

2. To deactivate, press *Send all Calls* again. The color will return to grey.

SD BUTTONS

To program any SD buttons appearing on your phone. You must first program the button for the number to dial, and then use the editing labels instructions if you would like to label the button. To re-program the button simply program it again.

1. Locate and press **Program** button.

2. Press SD button to program

3. Enter number

4. Press # to save.

SECURITY

The security button is pre programmed with the extension for the security desk.

1. Press *Security*

2. Security desk is called.

DIRECTORY

The directory button is an integrated Directory by last name of each person with an extension. Please note, when entering the last name, you will only touch each number key once for the letter intended.

1. Press **Directory**
2. Enter the first few characters of the user's last name; i.e., for Susan Crane, press **2** "C", **7** "R", **2** "A", **6** "N"……
3. Press **Next** to scroll through the similar names
4. When the desired party is displayed press the **Make Call** button to call the searched party.

    Note: If you make a mistake while using the directory, press the **Directory** button again to clear the memory and begin again.

CONFERENCE DISPLAY and Far End MUTE

The Conference Display feature button is used during a connected conference call to view and control the conference participants.

1. While active on a conference call, press *Conference Display*
2. Participants are displayed.
3. Press *Conference Display* again to display next participant.

    3.1. **FE-Mute** or Far end mute can be used in conjunction with Conference Display. Far end mute is used to mute a specific conference participant.

        3.1.1.   Display external participant using conference display
        3.1.2.   Press *FE-Mute*: caller is muted.

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