Call Indicator Lamp
This lamp flashes fast when a call is ringing, or flashes slower when a message has been left.

Alphanumeric Display
The LCD has 3 lines, 24 characters with backlight.

Exit
Exit any screen and return the display to “Time and Date”.

Help Key
Explanations of Programmable Keys can be called up on the LCD by pressing and holding the Help key plus a programmable key.

Soft Keys
The Soft Keys show the available features for your current activity. Any feature shown at the bottom of the LCD is available.

Programmable Function Keys
Flexible Line keys or Feature keys assigned by the System Administrator.

Flash Key
Press key to finish an outside call and hear the dial tone.

Transfer Key
Allows the extension user to transfer established calls to another extension.

Mute (Microphone) Key
Mute handset or handsfree microphone. LED lights when microphone is muted.

DND (Do Not Disturb) Key
Set up a Do Not Disturb if pressed during a call.

Clear/Back Key
Press this key to cancel the current action or delete a character.

Cursor Key
Access various features with simple operation.

Speaker
Controls built-in speaker, which can be used for Hands Free Dialing/Monitoring. LED on key lights when key is active.

Hold
Press this key to place an internal or external call on hold.

MAKE A CALL
- Lift the Handset or press Speaker.
- Dial the required number.
- If the called extension is busy or does not answer, press the Flashing key to return to your caller. If the extension does not accept the call, ask them to hang up and your call is returned.

LAST NUMBER REDIAL
- Without lifting handset, press the REDIAL button.
- Press the Cursor key left/right to search the required number.
- Press the Speaker key or lift the handset to initiate the call.

HOLD
- Ask the caller to please hold:
- Press the Hold key – held key flashes.
- You may replace handset if you wish. To retrieve a call:
- Lift the handset.
- Press the flashing line.

NOTE: For exclusive hold – press a function key that is programmed as Type 45 exclusive hold.

CONFERENCE
With a call in progress (internal or external)
- Press the Conf soft key.
- Dial an internal or external number.
- When the third party answers, press the Add soft key.
- Press the Begin soft key to begin the Conference.
- A three way conference is now established.

NOTE: Any party may exit the conference by hanging up. The two parties will remain connected, as long as one of the remaining parties is internal.

VOICECALL
Allows a user to intercom other digital handsets.
- Lift the handset and dial extension number.
- Press Voice soft key and speak over the intercom.
To answer a second call while speaking to the first caller:
- Receive a CO/DID/DIL incoming ring, the line key or Loop Key will flash.
- Place your current caller on hold.
- Press the flashing CO Line Key or flashing Loop Key to answer the second call.

If you dial a busy extension:
- Dial # and hang up.
- Replace the handset.

During this time you may make and receive calls.
- When both extensions are free, your phone will ring.
- Lift the handset and the other extension will ring.

To Cancel:
- Lift the handset and dial access code 770.

NOTE:
The access codes are default only, and may have been changed for your system.

CALL FORWARD – ALL
Forwards all calls immediately.

To Set:
- Lift the handset and dial the Call Forward All Access code 741.
- Dial 1 to set.
- Dial the destination number.
- Replace the handset.

To Cancel:
- Lift the handset and dial 743.
- Dial 0 to cancel.
- Replace the handset.

NOTE:
The access codes are default only, and may have been changed for your system.

CALL FORWARD NO ANSWER
Forwards calls only after the call forward no answer timer expires.

To Set:
- Lift the handset and dial the Call Forward No Access code 743.
- Dial 1 to set.
- Dial the destination number.
- Replace the handset.

To Cancel:
- Lift the handset and dial 743.
- Dial 0 to cancel.
- Replace the handset.

NOTE:
The access codes are default only, and may have been changed for your system.

CALL FORWARD BUSY
Forwards calls when your extension is busy.

To Set:
- Lift the handset and dial 742.
- Dial 1 to set.
- Dial the destination number.
- Replace the handset.

To Cancel:
- Lift the handset and dial 742.
- Dial 0 to cancel.
- Replace the handset.

NOTE:
The access codes are default only, and may have been changed for your system.

CALL PICK UP
To answer a ringing extension in your group:
- Lift the handset and dial * #.

OR
To answer ringing extensions not in your group:
- Lift the handset, dial ** plus ringing extension number.

NOTE:
The access codes are default only, and may have been changed for your system.

PROGRAMMING SPEED NUMBERS
To store a Speed Dial number (display telephones only):
- Press Speaker.
- Dial 753 (for system).
- Dial the speed dial bin (000 ~ 899).

NOTE:
Bins 000 ~ 899 are assigned by default and these values can be changed via system programming.
- Dial telephone number you want to store (up to 24 digits).
- Press Hold.
- If desired, enter name using dial pad.
- Press Hold.
- Press Speaker to hang up.

To dial a System Speed Dial number:
- Without lifting the handset, press the Directory key (Bottom Cursor key).
- Press the Cursor button up or down to search for the required number.
- Go Off-hook to dial.

NOTE:
The access codes are default only, and may have been changed for your system.

DISPLAY
To adjust the display:
- Press the Menu key (Center Cursor Key).
- Dial 21 on the dial pad
- Press the Select soft key
- Use the cursor bottom up or down to adjust the display contrast.
- When finished press the Speaker key.

SPEAKER/RECEIVER VOLUME
To adjust the Speaker/Receiver volume:
Press the Cursor button up or down during conversation.

RINGER VOLUME
To adjust the ringer volume:
Press the Cursor button up or down during ringing.

SHORTCUT MENU
The user can access the shortcut menu by pressing the Enter key (center cursor button).