REDIAL

Press Redial to display the Placed Call list. Press ▲ and ▼ or hold down ▲ and ▼ to scroll to search for the desired number, and then press the **Dial** key again.

DO NOT DISTURB

Press Menu and select **Features**, and then select **Do not disturb** to prevent the phone from ringing on incoming calls. A Do Not Disturb icon appears for all lines to confirm that Do Not Disturb is enabled.

Press Menu and select **Features**, and then select **Do not disturb** again to turn off Do Not Disturb.

If Do Not Disturb is configured on the call server, then particulars may vary.

CALL LISTS

Press Menu and select **Features**, and then select **Call Lists**. The Received and Placed Call lists can be viewed. Information on respective calls will be displayed.

From this screen, choose the appropriate soft key:

1. **Info** to view detailed call information.
2. **Save** to store the contact to the Contact Directory.
3. **Delete** to delete the call from the list.

Press ⊗ repeatedly to return to the idle display. Or press the **Callers** soft key to view the Received Call list.

VOICE MAIL*

The Message Waiting Indicator on the front of the phone and individual line indicators will flash and the stutter dial tone in place of normal dial tone will sound to indicate that message(s) are waiting at the message center.

To listen to voice messages:

1. Press the **Msgs** soft key.
2. Follow voice prompts to listen to messages.

*Voice Mail is an optional feature that must be configured on the call server. Particulars and menu options may vary.

SPEED DIALING

To assign a speed dial index, see **CONTACT DIRECTORY** below.

To dial a contact assigned to a line key, press the corresponding line key.

To dial a contact associated with a speed dial index:

1. Using the dial pad, enter the speed dial index followed by the #.
2. Press Dial or pick up the handset.

CUSTOMIZING YOUR PHONE

CONTACT DIRECTORY

To add a contact in your local phone directory:

1. Press the **Dir** soft key, and then press ▼.
2. Press ▼ to enter a contact into the phone's database.
3. Enter first name from the dial pad.
4. Press the **Ok** or **Cancel** soft keys to accept or cancel changes.
5. Press ▼ to display the next field in the contact's entry.
6. Repeat steps 2 through 5 to enter last name and a unique contact phone number (not already in the directory).
7. Change the Speed Dial Index if desired. It will automatically be assigned the next available index value.
8. Modify the remainder of the fields (Ring Type, Divert Contact, Auto Reject, and Auto Divert) if desired.
9. Press ⊗ to end data entry.
10. Press the **Yes** or **Cancel** soft keys to accept or cancel changes.
11. Press ⊗ repeatedly to return to the idle display.

Contacts can be easily added from Call Lists. For more information, see **CALL LISTS** *section above.*

To search for a contact:

1. Press the **Dir** soft key.
2. Using the dial pad, enter the first characters for the Last name. For example, to find the first directory entry with the last name starting with J, press the 5 key once. Searches are case insensitive. Dial the successful match from the resulting search screen.

To edit a contact:

1. Press the **Dir** soft key.
2. Search for contact (see above).
3. Press the **Edit** soft key and make the necessary changes.
4. Press ⊗ to end data entry.
5. Press the **Yes** or **Cancel** soft keys to accept or cancel changes.
6. Press ⊗ repeatedly to return to the idle display.

VOLUME ADJUSTMENT

Press the ◁—▷ volume keys to adjust handset, headset, and hands-free speaker volume during a call. Pressing these keys in idle state adjusts the ringer volume.

To conform to regulatory requirements, handset and headset volume will return to a preset level after each call, but the configuration can be changed by your system administrator. Hands-free volume settings will be maintained across calls.

RING TYPE

You can select different rings to match your preferences and distinguish between calls on lines.

To change the incoming ring:

1. Press Menu.
2. Select **Settings**, followed by **Basic**, and then **Ring Type**.
3. Using ▲ and ▼, highlight the desired ring type. Press the **Play** soft key to hear the selected ring type.
4. Press the **Select** soft key to change to the selected ring type.
5. Press Menu or ⊗ repeatedly to return to the idle display.

If you select Silent ring, press the Line key or **Answer** *soft key to answer incoming calls.*

DISTINCTIVE RINGING / CALL TREATMENT

You can set distinctive incoming ringing tones for different contacts in your local directory.

To set a distinctive ring for a local contact:

1. Press the **Dir** soft key.
2. Search for the contact (see **CONTACT DIRECTORY** above).
3. Press the **Edit** soft key and scroll down to Ring Type.
4. Enter a number corresponding to one of the ring types available (see **RING TYPE** above).
5. Press ⊗ to end data entry.
6. Press the **Yes** or **Cancel** soft keys to accept or cancel changes.
7. Press ⊗ repeatedly to return to the idle display.

HEADSET MEMORY MODE

For permanent or full-time headset users, there is an option to default all calls to the headset.

To enable Headset Memory Mode:

1. Press Menu and select **Settings** followed by **Basic**, **Preferences**, and then **Headset Memory**.
2. Use ▲ and ▼ and press ◯ to enable Headset Memory Mode.

To activate Headset Memory Mode: Press ⏻ twice. The Headset icon will flash.

To disable Headset Memory Mode: Repeat steps 1 and 2 and select **Disable**.

POLYCOM

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