

Quick Reference Guide



	Bert	Description
1	Select Buton 🐵	Allows the user to select a field of displayed data or menu- option, or toggle a feature on or off.
2	Scrot Buttons	Allows the user to scroll through displayed information.
3	Volume Buttons	Adjusts the volume of the speaker and ringer.
4	Multe Button (1)	Taggle the microphones off or on.
5	Keypad	Provides the digits, letters and special characters in contest-sensitive applications.
6	Redai Button	Dials most recently dialed party.
,	Call Button	Initiates or ends a call.
	Soft Keys	Labels change automatically to identify their context- sensitive features.
F	Ext Button 😌	Exits the ourrent screen and returns to the previous menu.
0	Menu Button (50)	Access phone features and customization.
1	LCD Storeen	Shoes information about calls, messages, soft keys, time, date and other relevant data.

Basic Features

To Place a Call:

- . Ether.
 - Press the button or the New Call soft key.
 - Enter the phone number or extension to dial, and then press the **Send** soft key.

 OR-
 - From the idle screen, enter the phone number or extension to dial, and then press the Dial soft key.

To Place a Call from the Directory:

- Press the button and then select Features Contact Directory.
- Press the and buttons to select the desired entry.
- Press the Dial soft key.

To Place a Call from the Speed Dial List:

- Press the button—the Speed Dial Info screen displays
- Elther:
 - Press the and buttons to select the desired entry.
 OR-
 - Type the number of the Speed Dial Index of the contact, if known.
- Press the Dial soft key.

To Answer a Call:

Press the button or the Answer soft key.

To Reject a Call:

 Press the Reject soft key—the call will immediately be connected to the voice mail configured for the ringing extension.

To End a Call:

Press the button or the End Call soft key.

To Redial the Last Call Placed:

Press the button—a call to the last number dialed is attempted.

To Mute a Call:

Press the button—the call will be muted and the LCD screen will indicate
that the call is muted.

To Place a Call on Hold:

 Press the Hold soft key—the call will be placed on Hold, the LCD display on the phone will change to indicate that the call is on Hold, and the hold icon will display for the Line that is on Hold.

To Resume a Call on Hold:

Press the Resume soft key—the call will be resumed.

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R Sandford

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