Customizing Your Phone

Call History

1. Press ⊞ when the phone is idle, press ▽△ or ▽ to scroll through the list.

2. Select an entry from the list, you can do the following:

- Press #SEND to place a call.

- Press ⎍ Directory to add the entry to the local directory.

- Press ✕ to delete the entry from the list.

3. Press ⎍ Menu to exit Call History.

Contact Directory

To add a contact:

1. Press ⎍ Directory when the phone is idle, and then select **Local Directory**->**Contact List**.

2. Press ◁ or ▷ to select **Enter** and then press ✔.

3. Press △ or ▽ to select **New Item** and then press ✔.

4. Enter a contact name in the **Name** field, ▽ to select desired number field then type number.

5. Press ✔ to accept the change.

To edit a contact:

1. Press ⎍ Directory when the phone is idle, and then select **Local Directory**->**Contact List**.

2. Press △ or ▽ to select the desired contact, press ◁ or ▷ to select **Edit** and then press ✔.

3. Update the contact information, and then press ✔ to accept the change.

To delete a contact:

1. Press ⎍ Directory when the phone is idle, and then select **Local Directory**->**Contact List**.

2. Press △ or ▽ to select the desired contact, press ◁ or ▷ to select **Del** and then press ✔.

3. Press ✔ when "Delete Selected Item?" prompts on the LCD screen.

Note: You may add contacts from call history, refer to Call history above.

Speed Dial

To configure a speed dial key:

1. Press ⎍ Menu when the phone is idle, and then select **Features**->**DSS Keys.**

2. Select the desired programmable key and then press ✔.

3. Select **Speed Dial** from the **Type** field, select the desired line from the **Account ID** field, and enter the number in the **Value** field.

4. Press ✔ to accept the change.

To use the speed dial key:

Press the speed dial key to call the preset number.

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Quick Reference Guide

Basic Call Features

Placing a Call
Using the handset:
Pick up the handset, enter the number, and then press ⌗SEND .
or
Enter the number and then lift the handset to initiate call
Using the speakerphone:
With the handset on-hook, enter the number, and then press ◀ Speaker .
Using the headset:
1. With the headset connected, press ⌾ Headset to activate the headset mode.
2. Enter the number, and then press ⌗SEND .

Answering a Call
Using the handset:
Pick up the handset.
Using the speakerphone:
Press ◀ Speaker .
Using the headset:
Press ⌾ Headset .

**Note:** You can reject an incoming call by pressing ✕ .

Ending a Call
**Using the handset:**
Hang up the handset or press ✕ .
Using the speakerphone:
Press ◀ Speaker or ✕ .
Using the headset:
Press ✕ .

Redial
- Press ⟳ Redial to enter the **Dialed Calls** list, press ▽△ or △▽ to select the desired call, and then press ⟳ Redial or ⌗SEND .
- Press ⟳ Redial twice when the phone is idle to call the last dialed number.

Call Mute and Un-mute
- Press ⌗ Mute to mute the microphone during a call.
- Press ⌗ Mute again to un-mute the call.

Call Hold and Resume
To place a call on hold:
Press ⊞ Hold during an active call.
**To resume the call, do one of the following:**
- If there is only a call on hold, press ⊞ Hold or the flashing Line key.
- If there is more than one call on hold, press ▽△ or △▽ to select the desired call, and then press ⊞ Hold or the flashing Line key.

Call Transfer
Blind Transfer
1. Press ⟲ Transfer during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press ⟲ Transfer.
Attended Transfer
1. Press ⟲ Transfer during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press ⌗SEND .
3. Press ⟲ Transfer when ready to complete the transfer or ✕ to cancel transfer.

## Call Forward
To enable call forward:
1. Press ▭ Menu when the phone is idle, and then select **Features**->**Forward.**
2. Select the desired forward type:
    Always ---- Incoming calls are all forwarded unconditionally.
    Busy ---- Incoming calls are forwarded when the phone is busy.
    No Answer ---- Incoming calls are forwarded when not answered after a preset period.
3. Enter the number you want to forward to. For **No Answer,** enter the ring time to wait before forwarding.
4. Press ✔ to accept the change. Forward icon will appear on screen.

Conference Call
1. Press △ Conference during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press ⌗SEND .
3. Press △ Conference again when the second party answers. All parties are now joined in the conference.

Note: To conference two existing calls, place one call on hold then press △ Conference while the other call is active.

Park and Pickup
- Press ▭ Park to park the current call, note the Park ID displayed on screen.
- To pickup a parked call press ▭ Park, enter the Park ID and then press ⌗SEND .

## Voice Message
When you have new voice messages waiting the Message key lights up and the red status LED flashes.
To listen to voice mail messages:
1. Press ✉ Message .
2. Follow the voice prompts to access and listen to your voice massages.

Volume Adjustment
- Press ◀)) or ◀) during a call to adjust the receiver volume of handset/speaker/headset.
- Press ◀)) or ◀) when the phone is idle to adjust the ringer volume.