EXIT

Exit any screen and return the display to "Time & Date"

HELP

The user can press this key followed by a programmable key to check what line or programmable feature is assigned on the key
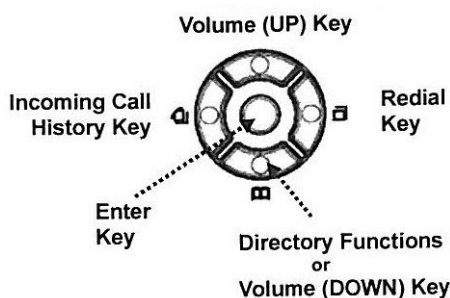
SOFT KEYS

Any feature shown at the bottom of the LCD is available. The appropriate feature key is displayed on the screen according to the call handling process.

PROGRAMMABLE KEYS

These keys can be programmed as either flexible line key, programmable feature keys or one-touch speed dial keys.

CURSOR KEYS

Access various features with simple operation.

FUNCTIONS KEYS

Flash - Press this key to terminate current call and reseize dial tone

Transfer - Allows the extension user to transfer a call or make a second call

Mute - Mute handset or hands free microphone. LED lights when microphone is muted.

DND Key - Setup a Do Not Disturb if pressed during a call

Clear/back button - Press this button to cancel the current action or delete character

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

MAKE CALLS

- Lift handset or press **SPEAKER** key
- Press Line Key or Dial 0 then external number required

LAST NUMBER REDIAL

- Without lifting handset, press REDIAL button
- Press the cursor key up/down to search the required number. Up to 50 numbers are stored.
- Press # or speaker to initiate call.

HOLD

- Press **HOLD** key – held key flashes
- You may replace handset if you wish.
- Lift handset to retrieve calls
- Press flashing **LINE**

TRANSFER

While on a call

- Press the One Touch Extension key & announce the call when answered or replace handset.

Or

- Dial '0 'to get outside line and dial the phone number and wait for answer or replace handset.

Note: If the called extension is busy or does not answer, press the flashing line to return to your caller.

If the extension is busy, replace handset to initiate a camp-on. Unanswered camp-on calls and unscreened transfers will recall to your extension.

CONFERENCE

With call in progress (internal or external)

- Press **CONF** key
- Dial internal or '0'& external number
- When the third party answers, press ADD soft key
- Press BEGIN key
- A three way conference is now established.

Note: Any party may exit the Conference by hanging up. The 2 parties will remain connected, as long as one of the remaining parties is internal.

ANSWER A SECOND CALL

Ask first caller to hold the line.

- Press HOLD key
- Press the incoming line key and speak to second caller.

Note: Toggle between both calls by pressing HOLD, and pressing required line.

CALL PICKUP

The answer a ringing extension in your group;

- Lift handset and press PICK soft key OR

Dial *#

For ringing extensions not in your group:

- Lift handset, dial ** plus ringing extension number.

CALL FORWARD – ALL

Forwards all calls immediately.

To Set

- Lift handset and press CF/A key or dial 741
- Dial1 to set
- Dial destination number
- Replace handset

To Cancel

- Lift handset, press CF/A key or dial 741
- Dial 0 to cancel
- Replace handset

CALL FORWARD BUSY / NO ANSWER

Forwards call only after 4-6 rings and on busy tone.

To Set

- Lift handset and press B/NA key or dial 744
- Dial 1 to set
- Dial destination number
- Replace handset.

To Cancel

- Lift handset and press B/NA key or dial 744
- Dial 0 to cancel
- Replace handset.

FOLLOW ME

To direct calls from my usual extension to a different extension.

- Press call forward follow me key or dial system code 746
- Press 1 then extension number to set.

To Cancel Call forward:

- Press call forward follow me key or dial system code 746
- Press 0 then extension number to set.

MESSAGE WAITING

When calling a busy or unanswered digital telephone;

To Set

- Dial 0 or MW soft key
- Replace handset

The destination extension will display MW as well as the flashing LED.

To Cancel (from originating extension)

- Lift handset or press speaker
- Dial 773 for all or 771 for specific number
- Replace handset

To cancel or respond (from receiving extension)

- Lift handset or press speaker
- Dial *0 or press MW soft key.

CALL FORWARD TO VOICEMAIL BUSY / NO ANSWER

To Set

- Press SPEAKER and dial 744 or programmed Call Forward Key.
- Dial 1 to set
- Dial ??? (voicemail pilot number)
- Press speaker

To Cancel

- Press SPEAKER and dial 744 or programmed Call Forward Key
- Dial 0
- Press SPEAKER

CALL FORWARD TO EXTERNAL NUMBER

To Set

- Press SPEAKER and dial 790
- Dial 1 to set
- Dial extension number
- Dial 0 for outside line and dial destination number
- Press SPEAKER

To Cancel

- Press SPEAKER dial 790, then dial 0
- Dial extension number
- Press SPEAKER

PAGING

- Lift handset or press SPEAKER
- Press internal or external soft key
- Make your announcement
- Press SPEAKER or replace handset.

PROGRAMMING SPEED NUMBERS TO PROGRAMMABLE FUNCTION KEYS

- Press SPEAKER key
- Dial 751
- Press an available function key
- Dial 01 service code
- Enter either extension number or external number including 0 for an outside line
- Press HOLD
- Press SPEAKER key to finish

Note: To program another function key, repeat steps 3 to 6.
Note: Dialling service code 00 will erase existing function from key.

To Access

- Lift handset and press desired function speed calling key.

To program STA speed numbers (10 available)

- Press PROG soft key
- Press STA soft key
- Dial buffer location (0-9, up to 10 numbers)
- Enter either extension number or external number including 0 for an outside line

- Press HOLD
- Enter name using dial pad
- Press HOLD
- Press SPEAKER key

To Access

- Press DIR soft key
- Press STA soft key
- Select number by pressing the up and down arrow soft keys
- Press DIAL soft key

PROGRAMMING SYSTEM SPEED DIALS FOR DISPLAY PHONES ONLY

Everyone will have access to:

- Press SPEAKER and dial 753 (for system)
- Dial system or group storage code
- Note: Initially, there are 1000 system speed dialling codes 000-999
- Dial telephone number you want to store (up to 24 digits)
- Press HOLD
- Enter the name associated with the speed dial number using the keypad.

Note: # Accepts a character and moves the cursor one place to the right. Press twice to insert a "space". Eg: to enter double MM = M#M

- Press HOLD
- Press SPEAKER to finish or repeat steps 3-8 to program another system or group speed dial number.

Note: To clear a wrong number press the clear/back button.

BACKGROUND MUSIC

Set/Cancel

- Press SPEAKER
- Dial 725
- Press SPEAKER

SPEAKER / HANDSET VOLUME

To adjust the speaker / handset volume;
Press the cursor button up or down during conversation.

RINGER VOLUME

To adjust the ringing volume;
Press the curser button up or down during ringing.

CHANGING RINGING TONE

- Press SPEAKER and dial 720
- Dial 1 for internal ring

OR

- Dial 2 for external ring
- There are 8 choices
- Dial 1-8 for desired pattern
- Press SPEAKER

CHANGING THE TIME ON SYSTEM

- Press SPEAKER and dial 728
- Dial time in 24 hour format (has to be 4 digits)
- You will hear a beep
- Press SPEAKER

CHANGING EXTENSION NAMES

- Press SPEAKER and dial 700
- Dial extension number
- Use keypad to enter name as you would if texting

Note: To enter a space, press the # button. To put the same or another letter on same key press the # button to accept.

ANSWERING A CALL USING A HEADSET

- Press the HEADSET key to answer
- Press the HEADSET key to hang up.