

Item	Description
1 Handset Status Indicator	Amber LED light that is used to indicate handset status.
2 Speaker	Speaker for ringer and hands-free audio output.
3 Talk Button [TALK]	Initiates a call.
4 Speakerphone Button [SPKRPH]	Toggles the hands-free speakerphone mode.
5 Headset Jack	Allows the connection of an optional headset.
6 Keypad	Provides the digits, letters and special characters in context-sensitive applications.
7 Receiver	Audio for handset.
8 LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data.
9 Off Button [OFF]	Ends call or cancels current operation.
10 Redial / Pause Button [REDIAL] / [PAUSE]	Redials the last dialed number, or inserts a pause in stored numbers.
11 Microphone	Picks up audio during a handset or hands-free speakerphone call.
12 Charging Contacts	Contact the charging contact plates in the charging cradle to charge the Cordless Handset batteries.
A Soft Keys	Labels change automatically to identify their context-sensitive features. The Joystick provides the center soft key—press the Joystick straight in to press the center soft key.
B Joystick / Soft Key [▲] [▼] [◀] [▶]	Press the Joystick up, down, left or right to scroll through displayed information or options using arrows buttons—press the Joystick straight in to press the center soft key.

Basic Features

To Place a Call:

- Press the [TALK] button and dial the phone number. **-OR-** Dial the phone number, and then press the [TALK] button.
- Press the [SPKRPH] button and dial the phone number. **-OR-** Dial the phone number, and then press the [SPKRPH] button.
- Press the [TALK] button and dial the phone number. **-OR-** Dial the phone number, and then press the [TALK] button.

To Answer a Call:

- Press the [TALK] button.
- Press the [SPKRPH] button.
- Press the [TALK] button.

To silence an incoming VoIP Call:

- Press the soft key—the ringer will be silenced on the Cordless Handset.

To End a Call:

- Press the [OFF] button.
- Press the [OFF] button.
- Press the [OFF] button.

To Redial the Last Call Placed:

- Press the [REDIAL] button and press the [TALK] button—a call to the last number dialed is attempted.

To Mute/Un-mute a Call:

- Press the **Mute** soft key—the call will be muted and the LCD screen will indicate that the call is muted. Press the **Mute** soft key again to un-mute the call.

To Place a Call on Hold:

- Press the **Hold** soft key—the call will be placed on hold and the LCD display on the phone will change to indicate that the call is on hold..

To Resume a Call on Hold:

- Press the **Hold** soft key again **-OR-** press the [TALK] button to resume the call.

To place an Intercom Call:

- Press the **Menu** soft key, and select **•••**.
- Press the Joystick [▲] and [▼] to select the desired handset, then press the **Call** soft key—the paged handset will begin to beep.

Basic Features (continued)

To Conference in a Second Party:

- Establish the call with the first party (either by calling the first party or after answering the call from the first party).
- Press the **Menu** soft key and select **Conference**.
- Call the second party—wait until the call is answered.
- Press the **Conf** soft key—all parties are now connected.


To Perform a Blind Transfer:

- Press the **Menu** soft key and select **Blind Transfer**.
- Dial the phone number or extension, and then press the **Trans** soft key—the call immediately begins to ring on the recipient phone.


To Perform an Attended Transfer:

- Press the **Menu** soft key and select **Transfer**.
- Dial the phone number or extension—wait for the transfer recipient to answer and announce the caller.
- Press the **Trans** soft key—the call is transferred to the recipient phone.

To Configure & Enable Always Forward:

- Press the **Menu** soft key and select  (IP Service) → **Call features** → **Call forward**.
- Press the **[▲]** and **[▼]** buttons to select the desired Line, and then press the **Select** soft key.
- Press the **[▲]** and **[▼]** buttons to select **Unconditional**, and then press the **Select** soft key.
- Press the **[▲]** and **[▼]** buttons to select **On/Off**, and then press the **Select** soft key.
- Press the **[▲]** and **[▼]** buttons to select **On**, and then press the **Select** soft key.
- Press the **[▲]** and **[▼]** buttons to select **Phone number**, and then press the **Select** soft key.
- Enter a number to forward **all calls** to in the **Enter phone no.** field, then press the **Save** soft key—call forwarding is enabled.
- Press the **[OFF]** button to return to the idle screen.

To Enable / Disable Do Not Disturb (DND):

- Press the **Menu** soft key and select  (IP Service) → **Call features** → **Do not disturb**.
- Press the **[▲]** and **[▼]** buttons to select the desired Line, and then press the **Select** soft key.
- Press the **[▲]** and **[▼]** buttons to select **On/Off**, and then press the **Select** soft key.
- Press the **[▲]** and **[▼]** buttons to select **On** or **Off**, and then press the **Save** soft key.
- Press the **[OFF]** button to return to the idle screen.

To Park a Call:

- Dial **#72 -OR-** press the **Call Park** DSS key—the system will respond with a prompt indicating which parking lot number to dial to retrieve the call (780x).
- Listen to the system prompt and remember which parking lot location the active call has been assigned.


To Retrieve a Parked Call:

- Dial the parking lot location (**780x**)—the parked call will be connected with that phone.

Voice Mail Quick Reference

When the phone receives a new voice mail message, the LCD screen will display a prompt that New Voice Mail was received.

To Listen to Voice Mail:

- Press the **Menu** soft key, and select .
- Press the **[▲]** and **[▼]** buttons to select the Line with new voice mail, and then press the **Select** soft key—the phone will connect to the voice mail box for the line on the phone.

To Access Voice Mail from a Different Internal Phone:

- Dial **7999**—the system will prompt for an extension.
- Dial the extension—the system will prompt for a password.
- Dial the password—the system will prompt with the Voice Mail Main Menu.

Voice Mail Main Menu:

1 New Messages (or if no New Messages, Old Messages)

2 Change Folders

- 0 New Messages
- 1 Old Messages
- 2 Work Messages
- 3 Family Messages
- 4 Friends Messages
- # Cancel

3 Advanced Options (used only during message playback)

- * Return to Main Menu

0 Mailbox Options

- 1 Record Unavailable Message
- 2 Record Busy Message
- 3 Record Name
- 4 Manage Temporary Greeting
 - 1 Record Temporary Greeting
 - 2 Erase Temporary Greeting (available only if a Temporary Greeting is present)
- 5 Change Password
- * Return to Main Menu

* Help

Exit Voice Mail

Options During Playback (any folder):

3 Advanced Options

- 1 Send Reply (available only if message was sent or forwarded from an internal extension)
- 3 Hear Message Envelope
- * Return to Main Menu

4 Play Previous Message (available only if multiple messages present in current folder)

5 Repeat Current Message

6 Play Next Message (available only if multiple messages present in current folder)

7 Delete Current Message

8 Forward Message to Another Mailbox

9 Save Message in a Folder:

- 0 New Messages
- 1 Old Messages
- 2 Work Messages
- 3 Family Messages
- 4 Friends Messages
- # Cancel

* Rewind 3 Seconds

Skip Forward 3 Seconds

Options After Recording a Message / Greeting:

1 Accept the Message / Greeting

2 Listen to the Message / Greeting

3 Re-record the Message / Greeting