



Basic Operations

Turning Handset On/Off:

- Press , then the LCD screen lights up.
- Place the Handset in the charger cradle to turn on automatically.
- Long press again to turn the Handset off.

Locking/Unlocking keypad:

- Long press when the Handset is idle to lock the keypad.
- Long press again to unlock the keypad.

Switching Silent Mode On/Off:

- Long press when the Handset is idle to lock the keypad.
- Long press again to unlock the keypad.

Make a Call

Enter the desired number when the handset, then press .

To place a call from the local directory

1. Press when the handset is idle.
2. Select the directory.
 - Internal use directory
 - External use LDAP
2. Press or to highlight the desired entry, and then press .

Answer a Call, do one of the following:

- Press the **Accept** soft key.
- Alternatively press , or .

Put a Call on Hold

1. Press the **Options** soft key during a call, and then select Hold.
2. To resume the call, press the **Resume** soft key.

Access the Directory

- Press the key to enter the main menu, and then select **Directory** OR
- When the Handset is idle press .

Transfer a Call to Another Person

1. Press the **Options** soft key during call, and then select Transfer.
2. Enter the number you want to transfers the call to.
3. Press **Transfer** soft key.

Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press **Speakerphone** .

Mute Your Audio

1. Press during a call to mute the call.
2. Press again to turn mute off.

To end a Call

Press .

Listen to Your Voice Messages

Press **Messages** keys and follow the voice prompts. To check messages for a specific line, press the line button first.

Adjust the Volume in a Call

Whilst in call, press or .

Adjust the Ringtone Volume

Whilst in call, press or .

Call Pickup

Dial *88

View Call History

1. Press history
2. Press or to highlight the desired entry, and then press .

Redial

1. Press the green call button.
2. Press or to highlight the desired entry, and then press .