



Telephone Components

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Ring Pattern

To choose a unique ring pattern:

- Press the HOME button.
- Use the Arrows keys to scroll and select “Screen and Sounds”.
- Scroll and press the “Personal Ringing” softkey.
- Use the Arrow keys to cycle through patterns.
- When you have found the ring you want, select the “Save” and “Exit” softkeys.

Redial

To redial:

- Press the “Redial” softkey.

Hold

To place a call on hold:

- Press the “Hold” softkey.

To return to a held call:

- Press the CALL APPEARANCE button where call is holding.

Auto Hold

To answer a second call:

- Press the button of the line that is ringing.

To return to a held call:

- Press the CALL APPEARANCE button where the call is holding.

Transfer

To transfer a call in progress:

- Press the “Transfer” softkey and dial the number you are transferring to.
- When the party answers, press the “Transfer” softkey and hang up. The very fast blinking green LED next to the CALL APPEARANCE button indicates the call is being transferred.

To transfer a call that is on hold:

- Press the CALL APPEARANCE button for the call that is on hold.
- Press the “Transfer” softkey to transfer the call. Once the transfer is complete, Transfer Completed appears in the phone display.

Send All Calls (IST-programmed feature)

To send calls to a call coverage destination:

- Press the SENDALLCALLS button.

To cancel:

- Press the SENDALLCALLS button again.

Call Forward

To forward your calls to another extension:

- Scroll and press the CFRWD button.
- Dial the extension where your calls should go.
- Wait for confirmation tone.
- Hang up.

To cancel:

- Scroll and press the CFRWD button.

Conference

To make a conference call:

- With a call in progress, press the “Conference” softkey.
- Dial the number.
- When party answers, press the “Conference” softkey.

To drop the last party:

- Press the appropriate CALL APPEARANCE button and hang up.

Exclusion

By default, Exclusion is always active (the diamond indicator next to the FEATURE button indicates active status).

To allow another user with an appearance of your line on their phone to join a call:

- Press the EXCLUSION button.

To return your line to privacy:

- Press the EXCLUSION button again.

Call Log

To view the list of all calls recorded in the log:

- Press the HISTORY button.
- Use the Arrow keys for the type of call entries you wish to view (answered, missed, outgoing, or all).
- To view information about a specific entry, press the corresponding button.

To make a call from the call log:

- Use the Arrow keys to scroll through the pages.
- Press the corresponding button of the entry.
- Press the “Call” softkey to dial.

To save a call log entry to speed dial:

- Press the “Contact” softkey.
- Use the Arrow keys to scroll through the pages.
- Press the corresponding button of the entry you want to save.
- Press the “Save” softkey.

Speed Dials (IST activates feature on phone)

To program up to 100 names and numbers:

- Press the CONTACTS button.
- Press the “New” softkey.
- Enter the name (to edit names and numbers, use the “More” softkey).
- Press the “Number” softkey.
- Dial the extension or 9 plus the number.
- Press the “Save” softkey.
- Press the “Phone” softkey to return to the main screen.

To use:

- Press the CONTACTS button.
- Scroll and press the name softkey you want to dial.

Directory

The Directory feature allows you to search for the extension of another user in your call processing system directory by keying in the user’s name on the dial pad.

To search the directory for a name:

- Press the “Directory” softkey.
- Key in the selected name with the dial pad keys: “last name”, “comma” (use “*”), “first name or initial”.
- Press the “Next” softkey for each successive directory name you wish to see.
- To search for new name, press the “Directory” softkey and go through the above sequence again.
- When you are ready to exit the directory, press the “Exit” softkey.

To place a call to the name shown on the display:

- Pick up the handset.
- While the name is shown, press the MAKE CALL button.
- You can also leave your handset on-hook. The speakerphone will turn on automatically when you press the MAKE CALL button.