5-way navigator

Press ▲ key:
- Scroll upwards

Press ◼ key:
- Confirm input
- Perform action

Press ◄ key:
- Cancel function
- Delete character
- Go up a level

Press ◌ key:
- Call up the context menu
- Go down a level

Press ▼ key:
- Scroll downwards

NOTE: **SELECT = OK** on Touch Wheel

**Function Keys and Audio Keys**

<table>
<thead>
<tr>
<th>Key</th>
<th>Function during text input</th>
<th>Function when held down</th>
</tr>
</thead>
<tbody>
<tr>
<td>✿</td>
<td>Write special characters</td>
<td>Deactivate the ring tone.</td>
</tr>
<tr>
<td>#</td>
<td>Switch between upper/lower case and digit entry.</td>
<td>Activate telephone lock.</td>
</tr>
<tr>
<td>⌘</td>
<td>End (disconnect) call</td>
<td></td>
</tr>
<tr>
<td>→ →</td>
<td>Redial</td>
<td></td>
</tr>
<tr>
<td>+ –</td>
<td>Depending on situation, set volumes for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ringer or speaker</td>
<td></td>
</tr>
<tr>
<td>✦</td>
<td>Activate/deactivate forwarding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Service/Applications menu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Voicemails/Call lists</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Turn headset on/off</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Turn microphone on/off</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Turn speaker on/off</td>
<td></td>
</tr>
</tbody>
</table>

(Below icons appear on Display Screen when feature is activated)

**Display**

<table>
<thead>
<tr>
<th>Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:55</td>
</tr>
<tr>
<td>2222</td>
</tr>
</tbody>
</table>
| 11:55       | 07/27/07      | Time and Date
| A new entry in the call lists |

**Icon** | **EXPLANATION**
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✌️</td>
<td>You have received one or more NEW MESSAGES</td>
</tr>
<tr>
<td>✐️</td>
<td>One or more new entries have been added to the CALL LIST</td>
</tr>
<tr>
<td>☐</td>
<td>CALL FORWARDING is active</td>
</tr>
<tr>
<td>✞️</td>
<td>The DO NOT DISTURB Function is active</td>
</tr>
<tr>
<td>✍️</td>
<td>The PHONE LOCK is active</td>
</tr>
</tbody>
</table>

**NAVIGATION / TOUCH WHEEL OPTIONS DURING INCOMING CALL**

**WHILE TELEPHONE IS RINGING**

Accept – Select **OK** to **Answer call via speaker**

Reject – Scroll ✷ and select **OK** to **Disconnect** Incoming Call

Deflect – Scroll ✷ and select **OK**. Type desired destination number and **OK** to **Redirect** incoming call
<table>
<thead>
<tr>
<th>FEATURE</th>
<th>TOUCHWHEEL MENU/Button Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSWERING A CALL</td>
<td>While telephone is ringing – Lift Handset OR Press the Speaker button. (Speaker LED will illuminate) OR Press the Headset button (Headset LED will illuminate) (icon appears in display)</td>
</tr>
<tr>
<td>via Handset Speaker Button or Headset</td>
<td></td>
</tr>
<tr>
<td>Placing a call:</td>
<td>EXTERNAL CALLS: • Dial the 10-digit telephone number and press OK INTERNAL CALLS: • Dial Internal Extension number only and press OK</td>
</tr>
<tr>
<td>NOTE: All telephones have a “hot” keypad that allows immediate dialing without lifting receiver. This will automatically activate the SPEAKER option on each telephone. To move a call from speaker to handset, simply lift handset.</td>
<td></td>
</tr>
<tr>
<td>INTERCOM CALL (COM GROUP)</td>
<td>• Press the COM SPEAK button • Dial the 2-digit intercom code for the individual you wish to “intercom” • Wait for confirmation tone and then begin speaking.</td>
</tr>
<tr>
<td>Place an intercom call to a member of your “group” using the telephone speakers.</td>
<td></td>
</tr>
<tr>
<td>REDIAL</td>
<td>• Press the REDIAL button • Scroll $ to and select the number to redial</td>
</tr>
<tr>
<td>Enables user to select from their Redial list an internal/external number dialed</td>
<td></td>
</tr>
<tr>
<td>HOLD</td>
<td>During a call, lightly press the HOLD button or scroll £ and select Hold from menu OR • LIGHTLY press the EXTENSION button (if a keyset) KEYSETS: Extension will blink to indicate HELD CALL NONKEYSETS: The Hold Icon will appear on the display next to caller ID</td>
</tr>
<tr>
<td>Place a caller on hold at your extension, retrievable only by user. The HOLD ICON will appear in the display as the call is holding.</td>
<td></td>
</tr>
<tr>
<td>NOTE: To return to the telephony MAIN MENU, press your MAILBOX BUTTON</td>
<td></td>
</tr>
<tr>
<td>KEYSETS – contain the extension number on a sensor button</td>
<td>To take the call OFF of HOLD: • Scroll (&gt; to and select RECONNECT from menu options OR Replace the handset in cradle and answer • KEYSETS may press the blinking extension to reconnect to caller</td>
</tr>
<tr>
<td>NONKEYSETS – display the extension number on the telephone display</td>
<td></td>
</tr>
<tr>
<td>TRANSFER</td>
<td>• During a call, press the TRANSFER button OR select CONSULT from the menu OR • Scroll $ to and select BLIND TRANSFER • Dial the extension number, select OK (If conducting a Blind Transfer, call is now transferred) • If CONSULTING or CONFERENCING • Announce the call • Hang up or Scroll $ to and select: o Alternate (toggles between the two calls) o Complete Xfer (sends the call) o Conference (joins all parties) o Blind Transfer o Hold (places current connection on Hold) o Disconnect &amp; Return (disconnects current connection and returns to call being transferred)</td>
</tr>
<tr>
<td>Transfer a call to another party</td>
<td></td>
</tr>
<tr>
<td>* NOTE – If BLIND TRANSFER is selected, the call will immediately transfer to desired extension</td>
<td></td>
</tr>
<tr>
<td>CONSULT</td>
<td>• If the party does not answer or does not want to join: • Scroll $ to and select Disconnect &amp; Return</td>
</tr>
<tr>
<td>Consult privately with a 2nd party</td>
<td></td>
</tr>
<tr>
<td>CONFERENCE</td>
<td>Create a Quick Conference Call (maximum of 3 parties)</td>
</tr>
</tbody>
</table>
### MUTE

**To temporarily deactivate the microphone on the handset or speakerphone.**

- Press the **Mute** button.
- The light on Mute button will illuminate to ensure feature is activated.
- To Deactivate mute, press the lit **Mute** button.
- The light on the Mute button will deactivate.

### DO NOT DISTURB (DND)

**Disables ringer and notifies callers that you are “unavailable.”**

- While telephone is idle
- Scroll > to access the menu
- Scroll $ to and select **Don Not Disturb On**
  (DND icon will appear on display)

**To Cancel DND:**
- Scroll > to access the menu
- Scroll $ to and select **Don Not Disturb Off**

### RINGER CUTOFF

**To disable the RINGER but allow incoming calls**

- To DEACTIVATE ringer
  - Press and hold the ASTERISK * button (with a bell on it) located on the keypad for approx. 3 seconds
  (A BELL ICON with a slash through it will appear in display indicating ringer is deactivated)

- To ACTIVATE ringer
  - Press and hold the ASTERISK * button for approx. 3 seconds

### CALL WAITING

**To accept a 2nd incoming call while on telephone**

- During a call, if a 2nd party is calling, a “Beep” tone is heard AND display shows **CALL WAITING**
- To answer the 2nd call, select and confirm the **ACCEPT** option from display
- The 1st call is automatically placed on soft HOLD and you will be connected to 2nd call

**To end the 2nd call and return to the 1st,** press the **DISCONNECT** key.

**OR**

- Hang up from current call. The 2nd call will ring through with “Recalling” on display.
- Answer telephone

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2nd calls may also be **DEFLECTED using DEFLECT option**
**FORWARD**

Temporarily redirect calls to another destination

Once the Destination Targets (1 thru 5) are programmed, user can easily select which target to forward to.

- Press **CALL FORWARD** button (gray button with fwd arrow and dot)
- If nothing else is pressed, calls will automatically fwd to predetermined target...usually voicemail
- To select a different forwarding destination:
  - Press **Call Forward button**, Scroll ↓ to and select **Edit Call Forwarding**
  - Scroll ↓ down and select **ON** from **ALL CALLS** field
  - Scroll ↓ down and select **Destination Field**
  - Scroll ↓ down and select **Edit favorites**
  - Scroll ↑ and pick a **Destination (1 thru 5)**
  - Enter the **extension** for this destination
  - Press **OK**
  - Scroll ↑ and select **Save & Exit** from **Forwarding Favourites** screen
- **NOTE:** Before exiting the Forward Status screen, be sure that the correct fwd target is displayed in the DESTINATION field.
  - Scroll ↑ and select **Save & Exit** from **Call Forward Status** screen
  - Press the Menu Button (illuminated) to return to your telephony HOME screen.

To **Cancel Forwarding:**
- Press **Call Forwarding** button (illumination of button is deactivated)

**CALL LOG/LIST**

The CALL LOG/LIST icon will appear in DISPLAY if a call is RECEIVED, FORWARDED, MISSED OR DIALED. Once the list is viewed, the ICON will deactivate.

Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.

Multiple calls from the same number are only listed once. The number of call attempts is logged in the “Details” context Menu.

To access a number from your CALL LOG/LIST:
- **From Idle Menu**, Press the **ENVELOPE-Mailbox** button
- Scroll ↓ and select **OK** at **Call Log Envelope** to open/view
- Select from: MISSED, DIALED, RECEIVED or FORWARDED calls
- Scroll ↓ and select a number from the list

**TO PROGRAM A SENSOR BUTTON ON TELEPHONE**

**IF a 1-touch speed dial number is desired, be sure to select “Selected Dialing” in the Normal or Shifted field.**

- Press and hold sensor button to be programmed
- Once Program Screen appears, Scroll ↓ down to **Normal OR Shifted** field and press **OK**
- Scroll ↓ down and select desired feature for button
- Scroll ↓ down to **Label** field and press **OK**
- Using keypad, type desired label for button (if applicable)
- Select **OK** in bottom corner
- Scroll ↓ down to **Settings** and press **OK**
- Type **number** for the system to speed dial
- Scroll ↓ down and select **OK**
- Scroll ↑ up and select **Save & Exit** from Options field
- Press the Menu Button (illuminated) to return to your telephony HOME screen. (if necessary)
**AUDIO SETTINGS 🎵**

- Press the **MENU** Button
- Select **SETTINGS**
- Access **USER** menu (if prompted, password is 123456)
- Scroll ↓ to and select **Audio**
- Scroll ↓ to and select **Volumes** or **Settings**
- Scroll ↓ to and select **Ringer Melody**
- Scroll ↓ to and select tone 1 thru 8
- Select **Save & Exit** and press **OK**