APPLICATION / MODE KEYS

- Telephony (Home)
- Phonebook
- Call log
- Messages
- Menu
- Help

Touch Wheel

- Press the ▲ key: scroll up
- Press the □ key: To Cancel function
- Press the ◄ key: - Confirm entries
- Press the ➤ key: - open a context menu
- Run your finger around the sensor ring: - browse lists and menus

TouchSlider:

Used to set the volume of telephone ring and call

- Run your finger over the slider: - set up volume

Icon Definitions (appearing on Display Screen)

<table>
<thead>
<tr>
<th>Icon</th>
<th>Explanation</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 lists</td>
</tr>
<tr>
<td>⌚</td>
<td>Call forwarding is active</td>
</tr>
</tbody>
</table>

Function Keys and Audio Keys

- Start voice dialing
- Activate/deactivate forwarding
- End (disconnect) call
- Turn microphone on/off
- Turn headset on/off
- Turn speaker on/off

<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>
</tbody>
</table>

NAVIGATION / TOUCHWHEEL 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

FEATURE

ANSWERING A CALL via Handset Speaker Button

or Headset

TOUCHGUIDE MENU/Button Options

- 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)
### Placing a call:

**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.

<table>
<thead>
<tr>
<th>EXTERNAL CALLS:</th>
<th>INTERNAL CALLS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dial the 10-digit telephone number and select <strong>OK</strong></td>
<td>Dial Internal Extension number only and select <strong>OK</strong></td>
</tr>
</tbody>
</table>

### INTERCOM CALL (COM GROUP)

Place an intercom call to a member of your “group” using the telephone’s speaker.

- 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.

### LAST NUMBER REDIAL

Enables user to REDIAL the last number dialed (internal or external)

- Press the **OK** button twice (call defaults to Speakerphone) OR
- Lift the handset
- Press **OK** on Redial menu option (number displays in field)

### HOLD

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.

- **KEYSETS** – contain the extension number on a sensor button
- **NONKEYSETS** – display the extension number on the telephone display

**NOTE:** For NON KEYSETS - Do NOT replace handset in cradle during hold.

### TRANSFER

Transfer a call to another party

*NOTE – If BLIND TRANSFER is selected, the call will immediately transfer to desired extension

- **CONSULT** Consult privately with a 2nd party

### CONFERENCE

Create a Quick Conference Call (maximum of 3 parties)

- During a call, press the **TRANSFER** button OR select **CONSULT** from the menu OR
- Scroll ‹ to and select **BLIND TRANSFER** OR
- 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:
    - **Alternate** (toggles between the two calls)
    - **Complete Xfer** (sends the call)
    - **Conference** (joins all parties)
    - **Blind Transfer**
    - **Hold** (places current connection on Hold)
    - **Disconnect & Return** (disconnects current connection and returns to call being transferred)

- If the party does not answer or does not want to join:
  - Scroll ‹ to and select **Disconnect & Return**

### 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
<table>
<thead>
<tr>
<th>Feature</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| **DO NOT DISTURB (DND)**     | - While telephone is idle  
- Press the > arrow to access the menu  
- Scroll ‡ to and select **Do Not Disturb On**  
(DND icon will appear on display)  
**To Cancel DND:**  
- While telephone is idle  
- Press the > arrow to access the menu  
- Scroll ‡ to and select **Do Not Disturb Off** |
| **RINGER CUTOFF**            | **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**             | - 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 |
| **FORWARD**                  | - 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 the **Destination Field**  
  - Scroll ‡ and pick a **Destination** (1 thru 5)  
  - Enter the **extension** for this destination  
  - Press **OK**  
  - Scroll ‡ up 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 ‡ up and select **Save & Exit** from **Call Forward Status** screen  
  - Press the Telephony/HomeButton to return to your telephony HOME screen.  
**To Cancel Forwarding:**  
- Press **Call Forwarding** button (illumination of button is deactivated) |

**NOTE:** THE FAR LEFT CIRCULAR APPLICATION BUTTON IS THE TELEPHONY/HOME BUTTON
### 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 circular CALL LOG button (If you have missed calls, this button will be illuminated along with the Call Log display notification.)
- Select from: MISSED, DIALED, RECEIVED or FORWARDED tabs by pressing the Call Log button
- Scroll ″ and select a number from the list OR simply view the Missed Calls list to clear the Call Log notification from your display

### TO PROGRAM A SENSOR BUTTON ON TELEPHONE

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

8 free programmable touch keys with blue LEDs

- 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 Telephony/HomeButton to return to your telephony HOME screen.

### AUDIO SETTINGS 🎧

- Press the MENU Button
- 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