1) Incoming Call Status Indicator (red)
2) Programmable Sensor Keys
3) Display
4) Handset / Disconnect Sensor
5) Conference Button
6) Transfer / Consult Button
7) Hold Button
8) Headset Answer / Disconnect Button
9) Mute On / Off Button
10) Messages Button (for call log & voicemail)
11) Services / Applications Button (menu for programming features)
12) Speaker On / Off Button
13) Volume Control Buttons (- / +)
14) TouchWheel / 5-Way Navigator for Menu prompts
15) Keypad (hot/live keypad for handset-free dialing)
<table>
<thead>
<tr>
<th>FEATURE</th>
<th>TOUCHWHEEL MENU/Button Options</th>
</tr>
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<tbody>
<tr>
<td><strong>PLACING A CALL</strong></td>
<td><strong>EXTERNAL CALLS</strong></td>
</tr>
<tr>
<td><strong>NOTE:</strong> 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>- Dial the 10-digit telephone number and press <strong>OK</strong></td>
</tr>
<tr>
<td><strong>INTERNAL CALLS</strong></td>
<td>- Dial Internal Extension number only and press <strong>OK</strong></td>
</tr>
<tr>
<td><strong>NOTE:</strong> It is not necessary to dial a “9” before placing a call, but the system will accept it.</td>
<td></td>
</tr>
<tr>
<td><strong>INTERCOM CALL (COM GROUP)</strong></td>
<td>- Press the <strong>COM SPEAK</strong> button</td>
</tr>
<tr>
<td>Place an intercom call to a member of your “group” using the telephone speakers.</td>
<td>- Dial the 2-digit intercom code for the individual you wish to “intercom”</td>
</tr>
<tr>
<td></td>
<td>- Wait for confirmation tone and then begin speaking.</td>
</tr>
<tr>
<td><strong>HANDSET FREE DIALING</strong></td>
<td>- With the handset in the cradle, dial the desired telephone number</td>
</tr>
<tr>
<td>Lift Handset or press Headset press Speaker button</td>
<td>- <strong>Lift receiver</strong> to place call via Handset</td>
</tr>
<tr>
<td></td>
<td>- Press <strong>OK</strong> to place call via Speakerphone</td>
</tr>
<tr>
<td><strong>NAVIGATION / TOUCH WHEEL OPTIONS DURING INCOMING CALL</strong></td>
<td><strong>Accept</strong> – Select <strong>OK</strong> to <strong>answer call via speaker</strong></td>
</tr>
<tr>
<td>Answering your telephone via display prompts and TouchWheel (Select = press <strong>OK</strong>)</td>
<td><strong>Deflect</strong> – Scroll ▼ and select <strong>OK</strong>. Type desired destination number and press <strong>OK</strong> to <strong>Redirect</strong> incoming call</td>
</tr>
<tr>
<td><strong>ANSWERING A CALL</strong></td>
<td>While telephone is ringing – <strong>Lift HANDSET</strong></td>
</tr>
<tr>
<td></td>
<td>- Press the <strong>HEADSET</strong> button (Headset LED will illuminate)</td>
</tr>
<tr>
<td></td>
<td>- Press the <strong>SPEAKER</strong> button (Speaker LED will illuminate)</td>
</tr>
<tr>
<td></td>
<td>- (minus icon appears in display when connected to caller)</td>
</tr>
<tr>
<td><strong>ANSWERING A SECOND LINE ON YOUR TELEPHONE (keysets)</strong></td>
<td>- Lightly press the flashing extension <strong>SENSOR</strong> key (this places your current call on <strong>HOLD</strong>)</td>
</tr>
<tr>
<td></td>
<td>- You are connected to the caller</td>
</tr>
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<tr>
<td><strong>DISCONNECTING A CALL</strong></td>
<td>While connected to the caller</td>
</tr>
<tr>
<td>To terminate the connection</td>
<td>- <strong>Via HANDSET</strong> replace handset in cradle or touch light sensor in earpiece portion of telephone cradle</td>
</tr>
<tr>
<td></td>
<td>- <strong>Via HEADSET</strong>, press the <strong>HEADSET</strong> button</td>
</tr>
<tr>
<td></td>
<td>- <strong>Via SPEAKER</strong>, press the <strong>SPEAKER</strong> button</td>
</tr>
<tr>
<td><strong>MUTE</strong></td>
<td>While connected to the caller, press the <strong>MUTE</strong> button</td>
</tr>
<tr>
<td>To temporarily deactivate the microphone on the handset or speakerphone</td>
<td>(The LED on the MUTE button will illuminate to ensure feature is activated)</td>
</tr>
<tr>
<td></td>
<td>To deactivate mute, press the lit <strong>MUTE</strong> button</td>
</tr>
<tr>
<td>(The LED on the MUTE button will deactivate)</td>
<td></td>
</tr>
<tr>
<td><strong>LAST NUMBER REDIAL</strong></td>
<td><strong>HANDSET-FREE</strong></td>
</tr>
<tr>
<td>Enables user to REDIAL the last number dialed (internal or external)</td>
<td>- Press the <strong>OK button twice</strong> (call defaults to Speakerphone)</td>
</tr>
<tr>
<td></td>
<td>- <strong>Lift the handset</strong></td>
</tr>
<tr>
<td></td>
<td>- Press <strong>OK</strong> on <strong>Redial</strong> menu option (number displays in field)</td>
</tr>
<tr>
<td><strong>RINGER CUTOFF</strong></td>
<td>To <strong>DEACTIVATE</strong> ringer</td>
</tr>
<tr>
<td>To disable the RINGER but allow incoming calls</td>
<td>- <strong>Press and hold</strong> the <strong>ASTERISK * button</strong> located on the keypad for approx. 3 seconds</td>
</tr>
<tr>
<td>(A <strong>BELL ICON</strong> with a slash through it will appear in display indicating ringer is deactivated)</td>
<td>To <strong>ACTIVATE</strong> ringer</td>
</tr>
<tr>
<td></td>
<td>- <strong>Press and hold</strong> the <strong>ASTERISK * button</strong> for approx. 3 seconds</td>
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| **DO NOT DISTURB (DND)** | To ACTIVATE DND  
While the telephone is idle, scroll ❯ to bring up menu, scroll ◊ and select *Do Not Disturb On* from menu options (DND icon will display when activated)  
To CANCEL DND  
 Scroll ❯ to bring up menu, scroll ◊ and select *Do Not Disturb Off* from menu options |
| **HOLD** | NONKEYSETS  
While connected to the caller, press the HOLD button  
(The HOLD LED will illuminate and the HOLD icon will appear on the display next to the held caller's telephone number indicating held call)  

NOTE: If using handset, place the handset on the desk, not in the cradle during hold.  

To take the call OFF of HOLD  
Press the lit HOLD button  
OR  
Replace handset in cradle. This will create a “ring-back” (caller does not hear ring-back)  
Lift receiver to reconnect to held call  

KEYSETS  
While connected to the caller, press the EXTENSION SENSOR key  
(Extension will blink to indicate HELD CALL)  

To take the call OFF of HOLD  
Press the blinking EXTENSION SENSOR key |
| **TRANSFER** | WARM TRANSFER  
During a call, press the TRANSFER button (caller is placed on hold)  
Dial the extension number, press OK  
Announce the call  
Hang up (this completes the transfer)  
If the party does not answer or does not want the call:  
Scroll ◊ and select *Disconnect & Return* from menu options  

BLIND TRANSFER  
Scroll ◊ and select *Blind Transfer* from menu options  
Enter the extension number, press OK  
Call is immediately transferred |
| **CONFERENCE** | Create a quick Conference call  
(maximum of 3 OR 10 parties as per configured)  
During a call, press the CONFERENCE button (caller is placed on hold)  
Dial the extension or external number, press OK  
Announce the conference call  
Press the CONFERENCE button to join all callers  
If the party does not answer or does not want to join the conference:  
Scroll ◊ and select *Disconnect & Return* from menu options |
| **CONSULT** | During a call, press the TRANSFER button OR select *Consult* from menu options (caller is placed on hold)  
Dial the second party, press OK  
Once party answers, you may use the below menu options to handle the call  
Scroll ◊ and select  
- Alternate (toggles between the two calls)  
- Complete Xfer (joins current call with held call)  
- Conference (joins all callers)  
- Blind Transfer (allows transfer of current connection)  
- Hold (places current connection on Hold)  
- Disconnect & Return (disconnects current connection and returns to held call)  

NONKEYSETS – Extension number appears on the telephone display  
KEYSETS – Extension number appears on a sensor key
**FEATURE** | **TOUCHWHEEL MENU/Button Options**
--- | ---
**DIRECTED PICKUP**  
To answer a ringing extension other than your own | • Lift handset, scroll ↘ and select **Directed pickup** from menu  
• Enter the extension of ringing telephone  
• Press OK (you are connected to the caller)

**CALL WAITING**  
To accept a second incoming call while on the telephone | • During a call, if a second party is calling, a **beep tone** is heard, the **Caller ID** of second party is displayed and the options to **Accept** or **Ignore** are presented.  
• To answer the second call, press OK on the **Accept** menu option (**first call is automatically placed on HOLD**)  
• To end the second call and return to the first, select **Disconnect & Return** from menu options  
OR  
• Hang up from current call. The second call will ring through with **Recalling** on display  
• Answer telephone

**NOTE:**  
- The **minus symbol** next to number indicates CONNECTED party  
- The **hold symbol** next to number indicates HELD party

**CALL LOG**  
The CALL LOG icon will appear in the telephone display if a call is MISSED. Once the list is viewed, the icon will disappear from screen.  
Multiple calls from the same number are only listed once. The number of call attempts is logged in the “Details” context menu.  
Each call list folder may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.  
To access a number from your call log | • From Idle Menu, press the **MESSAGES** button (**If you have missed calls, the envelope button will be illuminated along with the call log display notification**)  
• Scroll ‹ and select a number from the list to call OR simply view the Missed Calls list to clear the call log notification from your display  
• Press the illuminated **ENVELOPE** button to return to main screen  
• To select from: MISSED, DIALED, RECEIVED or FORWARDED folders, while in the CALL LOG FOLDER press the **ESC** arrow on the TouchWheel until all folders are showing on the telephone display. Select the desired folder to open

**SHIFT (programmed sensor key)**  
When shift is programmed in a sensor key it allows each sensor key to have two programmable sides.  
**NOTE:** There are two sides to a sensor key - Normal and Shifted | • Press the **SHIFT SENSOR** key to see / utilize the shifted side of a sensor key

**SENSOR KEYS**  
Programmable - located to the right of caller ID display | • When lightly pressed and held, user is taken to the **Program Key** screen to change the feature of that key  
• To exit programming screen, select **Cancel** (or press escape icon)

**PROGRAMMING A FEATURE ON A SENSOR KEY**  
To customize the telephone with features helpful to the user  
**TIP:** The # sign will change the mode of the keypad when labeling key.  
**NOTE:**  
If a 1-touch Speed Dial key is desired, select **SELECTED DIALING** as the feature in the Normal or Shifted field.  
If a Multi-function key is needed, select **REPDIAL** as the feature in the Normal or Shifted field.  
**Changes Saved Successfully will display on telephone** | • Press and hold the SENSOR key to be programmed  
• Select OK on **Program Key** menu option  
• Once Program Screen appears, scroll ‹ to Normal or Shifted field and press OK  
• Scroll ‹ and select desired feature for key  
• Scroll ‹ to **Label** field and press OK  
• Using keypad, type desired label for key (if applicable)  
• Press OK  
• Scroll ‹ to **Settings** and press OK  
• Type number for the system to dial  
• Press OK  
• Scroll ‹ and select **Save & Exit** from Options field  
• Press the **SERVICES** button (illuminated) to return to main screen
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| **VOLUME CONTROLS** | • Utilize the plus (+) key to INCREASE & minus (-) to DECREASE  
  - Volume of Ringer as telephone is ringing  
  - Volume of Handset while on the telephone  
  - Volume of Speaker while utilizing the speakerphone |
| **AUDIO SETTINGS ♫** | • Press the Services button  
  • Scroll ◀ to Settings folder and press OK  
  • Press OK on the USER folder (if prompted for password, enter 123456)  
  • Scroll ◀ to the Audio folder and press OK  
  • Select Volumes (to preset volumes)  
  • Scroll ◀ and select the volume to adjust (loudspeaker, ringer, handset or headset - these volumes can also be adjusted while the telephone is in use)  
  • Once a selection is made, use the TouchWheel to adjust volume  
    ◀ = decrease volume, ➤ = increase volume  
  OR  
  • Settings (to change ringer pitch)  
  • Scroll ◀ to Ringer and press the ➤ on TouchWheel  
    For a standard ring tone, select Pattern. Scroll ◀ to Pattern Melody and select a pitch (1 thru 8)  
    For a melody ring tone, scroll ◀ and select 1 - 6 of a Ringer .WAV file  
  NOTE: As each option is highlighted, the telephone will demonstrate the ring tone.  
  • Scroll ◀ to Save & Exit from the Options screen and press OK  
  • Press the SERVICES button to return to main screen |