



## Handset Overview



|   |                                       |
|---|---------------------------------------|
| 1 | Handsfree Speaker                     |
| 2 | Send key                              |
| 3 | Transfer key R                        |
| 4 | Soft Keys (call transfer during call) |
| 5 | Message Centre                        |
| 6 | Navigation key                        |
| 7 | End key                               |

## Making Calls

**0 External number**  
If you dial an external number, you need to use the **defined prefix** for the outside line.  
Enter the number

**Internal user /group**  
Enter the number

**EITHER:** Press the **Send** key

OR: Press the **Handsfree Speaker** key

### Last Number Redial

You can select from previously dialled numbers as follows:  
Press the **Send** key

Scroll up and down until you see the number you want to call

Press the **Send** key

### Dialling a number from the directory

Open the **Directory** using the **Navigation** key

Scroll through the names using the **Navigation** key until you see the name of the person you want to call

Press the **Send** key. The party is called

## Receiving Calls

You hear the ringer and the **Send** key flashes. To answer:

**EITHER:** Press the **Send** key

**OR:** **Handsfree Speaker** key

Note you can switch to **handsfree** or to **earpiece** again at any time during the call

### Call Pick-up

**Directed** If you can hear a specific phone ringing & you want to answer it from your own handset you can do so by entering a feature code:

**# 0** followed by the extension number of the ringing phone

**Group** To answer any ringing phone in your Group enter the following feature code:

**\* 0**

## Additional Features

### Keypad Lock

To avoid accidental use (eg when handset is in your pocket) press and hold the **# / lock key**. You will hear a confirmation tone. Press and hold again to activate the keypad

### Ringer Off

To mute the ringer (eg when you are in a meeting) press and hold the **\* / ringer key**. You will hear a confirmation tone. Press and hold again to activate the ringer

### Hold

To hold the current Call press **R** or the Soft Key labelled **Ext. Call**

To return to the held Call press the Soft Key labelled **End**

### Other Useful Network Features

- ⇒ Call Forward Always on **\*11 target #** off **#11**
- ⇒ Call Forward on No Answer on **\*12 target #** off **#12**
- ⇒ Call Forward on Busy on **\*13 target #** off **#13**
- ⇒ Night mode on **\*90**
- ⇒ Day mode on **#90**
- ⇒ Make announcement **\*27 target**