



## Basic Operations

Turning Handset On/Off:

- Press , then the LCD screen lights up.
- Place the Handset in the charger cradle to turn on automatically.
- Long press  again to turn the Handset off.

Locking/Unlocking keypad:

- Long press  when the Handset is idle to lock the keypad.
- Long press  again to unlock the keypad.

Switching Silent Mode On/Off:

- Long press  when the Handset is idle to lock the keypad.
- Long press  again to unlock the keypad.

## Make a Call

Enter the desired number when the handset, then press .

## To place a call from the local directory

1. Press  when the handset is idle.
2. Select the directory.
  - Internal use directory
  - External use LDAP
2. Press  or  to highlight the desired entry, and then then press .

## Answer a Call, do one of the following:

- Press the **Accept** soft key.
- Alternatively press ,  or .

## Put a Call on Hold

1. Press the **Options** soft key during a call, and then select Hold.
2. To resume the call, press the **Resume** soft key.

## Access the Directory

- Press the  key to enter the main menu, and then select **Directory** OR
- When the Handset is idle press .

## Transfer a Call to Another Person

1. Press the **Options** soft key during call, and then select Transfer.
2. Enter the number you want to transfers the call to.
3. Press **Transfer** soft key.

## Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press **Speakerphone** .

## Mute Your Audio

1. Press  during a call to mute the call.
2. Press  again to turn mute off.

## To end a Call

Press .

## Listen to Your Voice Messages

Press **Messages** keys and follow the voice prompts. To check messages for a specific line, press the line button first.

## Adjust the Volume in a Call

Whilst in call, press  or .

## Adjust the Ringtone Volume

Whilst in call, press  or .

## Call Pickup

Dial \*88

## View Call History

1. Press history
2. Press  or  to highlight the desired entry, and then then press .

## Redial

1. Press the green call button.
2. Press  or  to highlight the desired entry, and then then press .