IP VOICE

Power LED Indicator

Handset

Phone Screen

Status

Back   OK

Base Station

Soft Key

Navigation Button

On/Off Button

Lock/Unlock

Mute

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
3. 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 ☎ .