TURNING THE HANDSET ON

Press the ☎ button for 1 second.
When the handset is turned on the (••) symbol is shown in the lower left corner of the display, if the handset is subscribed to a system.

TURNING THE HANDSET OFF

Press the ✔ button for 4 seconds.

Note: When the handset has been outside the coverage area, it can take up to 30 seconds before the handset is back on the system after re-entering the coverage area.

MAKING A CALL

For making or receiving calls the handset has to be subscribed to a system (••) (shown in display).
Press the ☎ button, the ☎ icon in the display will flash until the connection is established.
Dial the number onto the keypad.

Pre-dial:

Dial the number onto the keypad (long press on the ✱ button will make a pause, if necessary).
Press the ☎ button, the ☎ icon will flash until the connection is established

Telephone book:

Press the > (BOOK) to enter the telephone book, Search for the number either by using the < or > buttons or by pressing the first letter in the name by using the digits 1 - 9.

Press the ☎ button, the ☎ icon will flash until the connection is established.

ANSWERING/ENDING A CALL

To answer a call, press the ☎ button.

KEY LOCK

To lock the handset keypad to prevent accidental button presses, pres the **MENU** button then the ✱ button

To unlock the handset keypad, press the **MENU** button and then the ✱ button again

PROFILE SETUP

The handset has a user-defined profile and a mode where all sounds are disabled (SILENT). Pressing the **MENU** button then the ✔ button will enter the profile setup where you can configure the following various handset functions: backlight, ring tone, ringer volume, key click, vibrator, b-answer, start volume, out of range indicator and auto key lock. To access these functions use the < or > buttons and then the ✔ button.

The handset also has a silent function. Pressing the **MENU** button then the # will toggle the SILENT mode. The display shows SILENT if the SILENT mode is chosen.

HOLD

To place a caller on hold, press the **R** button.
To retrieve the call, press **R** twice.

TRANSFER

Press **R** button then dial the extension or outside number to where you wish to transfer the call. Wait for ring tone or for the party to answer, and then hang up to send the call through. If your party does not wish to take the call, wait until they hang up and you will get the caller back automatically.

Note: Should you wish to go back to a caller because you have reached someone's voice mail, you will need to press the **R** button twice to drop the voice mail and return to the caller.

3 - WAY CONFERENCE

The handset registered onto a Cisco Call Manager can be included in a conference call, only if the conference originates from a Cisco IP system and analogue phones.

MUTE

You may turn the microphone off during a conversation.
By pressing the ✔ button (display will show MIC. MUTED). To turn the microphone back on, press the ✔ button again (display goes blank).

CALL FORWARD ALL

Enables you to send calls to another extension.
To set, dial **1, wait for a confirmation, then enter the extension number where you want your calls to ring and then press the ☎ button.
To cancel your forwarding, dial **2 and then press the ☎ button.

CALL FORWARD BUSY

To set, please contact the system administrator as call forward busy can only be configured via the Cisco Call Manager administration console.

CALL FORWARD NO ANSWER

To set, please contact the system administrator as call forward no answer can only be configured via the Cisco Call Manager administration console.

LAST NUMBER REDIAL

To dial the last number you called, press the < button and scroll using the < or > button to select the desired number and then press the ☎ button.

CALL PICKUP

Enables you to pickup a incoming call ringing at another extension which is a member of the same pickup group.
To perform call pickup, dial **3 and then press the ☎ button.