NOTE: SELECT = OK on 3-way Navigation Wheel

FUNCTION KEYS AND AUDIO KEYS

Disconnect     Redial        Forward        Mute

Key          Function during text input          Function when held down

Write special characters          Deactivate the ring tone.

Switch between upper/lower case and digit entry,          Activate telephone lock.

Display

Components

1:15pm   Set 07/27/07
2222      Own telephone number and menu icon

1:15pm   Time and Date
07/27/07   A new entry in the call lists

Icon          EXPLANATION

You have received one or more NEW MESSAGES

One or more new entries have been added to the CALL LIST

CALL FORWARDING is active

The DO NOT DISTURB Function is active

The PHONE LOCK is active
<table>
<thead>
<tr>
<th>FEATURE</th>
<th>TOUCHGUIDE MENU/Button Options</th>
</tr>
</thead>
</table>
| **NAVIGATION WHEEL OPTIONS DURING INCOMING CALL**                                                                                  | **Accept** – Select **OK** to **Answer call via speaker**  
**Reject** – Scroll ▼ and select **OK** to **Disconnect** Incoming Call  
**Deflect** – Scroll ▼ and select **OK**. Type desired destination number and **OK** to **Redirect** incoming call |

| **WHILE TELEPHONE IS RINGING**                                                                                                    |                                                                                                                                                                                                                                           |
| **ANSWERING A CALL**                                                                                                               | While telephone is ringing – Lift Handset  
OR  
Press the Speaker button. (Speaker LED will illuminate)                                                                                                                                                                           |

| **HOLD**                                                                                                                             | • During a call, scroll (>) to and select **HOLD** from the menu  
OR  
To take the call **OFF of HOLD:**  
• Scroll (>) to and select **RECONNECT** from menu options                                                                                                                                               |

| **MUTE**                                                                                                                             | • Press the **Mute** button  
• The light on Mute button will illuminate to ensure feature is activated.  
• To Deactivate mute, press the lit **Mute** button  
• The light on the Mute button will deactivate                                                                                                                                                       |

| **TRANSFER**                                                                                                                         | • During a call, scroll ◀ to and select **Consult** OR  
• Scroll ◀ to and select **Blind Transfer**  
• Dial the extension number, select **OK**  
*(If conducting a Blind Transfer, call is now transferred)*  
• If CONSULTING or CONFERENCING  
• Announce the call  
• Hang up or Scroll ◀ to and select:  
  o **Alternate** (toggles between the two calls)  
  o **Complete Xfer** (sends the call)  
  o **Conference** (joins all parties)  
  o **Blind Transfer**  
  o **Hold** (places current connection on Hold)  
  o **Disconnect & Return** (disconnects current connection and returns to call being transferred)  
• If the party does not answer or does not want to join:  
  • Scroll ◀ to and select **Disconnect & Return**                                                                                                                                                     |

| **CONSULT**                                                                                                                          |                                                                                                                                                                                                                                           |

| **CONFERENCE**                                                                                                                       | **REDIAL**                                                                                                                                                                                                                                 |
| Create a Conference Call                                                                                                             | Enables user to select from their Redial list an internal/external number dialed                                                                                                                                                           |

| **CONFERENCING**                                                                                                                     | • Press the REDIAL button  
• Scroll ◀ to and select the number to redial                                                                                                                                                                                               |

| * NOTE – If BLIND TRANSFER is selected, the call will immediately transfer to desired extension                                      | **NOTE:** To return to the telephone MAIN MENU, press your MAILBOX BUTTON                                                                                                                                             |

| **CONSULT privately with a 2nd party**                                                                                              |                                                                                                                                                                                                                                           |

| **CONFERENCE** (maximum of 16 parties)                                                                                               |                                                                                                                                                                                                                                           |

| **REDIAL**                                                                                                                           |                                                                                                                                                                                                                                           |
CALL WAITING
To accept a 2nd call while on telephone
(Pre-requisite: The 2nd call function must be activated)

- During a call, if a 2nd party is calling, a “Beep” tone is heard AND display shows CALL WAITING
- To answer the 2nd call, select and confirm the ACCEPT option from display
- The 1st call is automatically placed on soft HOLD and you will be connected to 2nd call

To end the 2nd call and return to the 1st, press the DISCONNECT key.

OR
- Hang up from current call. The 2nd call will ring through with “Recalling” on display.
- Answer telephone

2nd calls may also be DEFLECTED using DEFLECT option

FORWARD
Temporarily redirect calls to another destination

Once the Destination Targets (1 thru 5) are programmed, user can easily select which target to forward to.

- Press CALL FORWARD button (gray button with fwd arrow and dot)
- If nothing else is pressed, calls will automatically fwd to predetermined target…usually voicemail
- To select a different forwarding destination:
  - Press Call Forward button, Scroll ‡ to and select Edit Call Forwarding
  - Scroll ‡ down and select ON from ALL CALLS field
  - Scroll ‡ down and select the Destination Field
  - Scroll ‡ down and select Edit favourites
  - Scroll ‡ and pick a Destination (1 thru 5)
  - Enter the extension for this destination
  - Press OK
  - Scroll ‡ up and select Save & Exit from Forwarding Favourites screen
  - NOTE: Before exiting the Forward Status screen, be sure that the correct fwd target is displayed in the DESTINATION field.
  - Scroll ‡ up and select Save & Exit from Call Forward Status screen
  - Press the Menu Button (illuminated) to return to your telephony HOME screen.

To Cancel Forwarding:
- Press Call Forwarding button (illumination of button is deactivated)

DO NOT DISTURB (DND)
Disables ringer and sends callers directly to voicemail (if programmed)

- While telephone is idle
  - Scroll ‡ to and select Do Not Disturb On
  (DND icon will appear on display with red circle)

To Cancel DND:
- Scroll ‡ to and select Do Not Disturb Off

CALL LOG/LIST
The CALL LOG/LIST icon will appear in DISPLAY if a call is RECEIVED,FORWARDED, MISSED OR DIALED. Once the list is viewed, the ICON will deactivate.

Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.

Multiple calls from the same number are only listed once. The number of call attempts is logged in the “Details” context Menu.

TO ACCESS A NUMBER FROM YOUR CALL LOG/LIST:
- From Idle Menu, Press the ENVELOPE-Mailbox button
  - Scroll ‡ and select OK at Call Log Envelope to open/view
- Select from: MISSED, DIALED, RECEIVED or FORWARDED calls
- Scroll ‡ and select a number from the list
### CALLBACK

To request a “return call” from a busy or idle extension.

- **TO INITIATE A CALLBACK REQUEST:**
  - Dial the internal extension of desired party
  - If line is busy, select **CALLBACK**?

- **TO ACCEPT A CALLBACK:**
  - When telephone rings with “Distinctive Callback Ring”, answer the telephone.
  - Once answered, the system will automatically dial the requested extension in the Callback Request

- **TO CANCEL A CALLBACK REQUEST:**
  - From the HOME menu, Scroll ‡ to and select **View Callbacks**?
  - Select **Delete**? For callbacks no longer needed

### STATION PICKUP

To answer a ringing extension other than your own.

- From idle phone, scroll (>) to and select **Directed Pickup**
- Enter the extension of ringing phone
- Select **OK**

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### AUDIO SETTINGS ♪

- Press the **MENU** Button
- Access **USER** menu (if password is needed, default is 123456)
- Select **OK**
- Scroll ‡ to and select **Audio**
- Scroll ‡ to and select **Settings**
- Scroll ‡ to and select **Ringer Melody**
- Scroll ‡ to and select tone 1 thru 8
- Select **Save & Exit** and press **OK**