

## Display and Indicators

02-425-349-1000  
Connected 3:52

Call Appearance Number  
Call State  
Caller ID  
Elapsed Call Time

SETUP MENU  
INSTL ADMIN USER

▲ ▲ ▲ ▲  
Call Setup Done More ▶  
| | | |  
Call Dir/Log Setup Menu Return to Previous Menu More Menu Items

Select Item shown on the Display

Call states are shown by the **line key indicators**.



**I-Use** – steady green  
**In Use** – steady red

**I-Hold** – winking green  
**On Hold** – winking red

**Ringng** – flashing green

## User Setup Options

You can customize your telephone with these user options:

CLOCK – Time and Date      PREF – Call Preference  
SPDIAL – Speed Dial Keys    VOICE – Handset/Headset Volume  
DIR – Call Directory        DISPLY – Display Contrast  
RING – Ringng Options      PASSWD – Call Log Password

**Setup**

Press the **Setup** key to enter Setup Mode.



Select **USER** from the main menu, then select the option you want to change.

**Setup**

Press the **Setup** key when finished.

## Call Directory

**Call**

Press the **Call** key.



Select **DIR**.

Directory entries are displayed on nine screen pages, with four entries per page. The current directory page number (1-9) will be shown at the upper right of the display.

JKL  
**5**

To see a different directory page, select a page by pressing a dial pad key (1-9), or press the **More ▶** key to cycle through the nine pages until the desired page is displayed.

**More ▶**



Press the key under the number you want to dial.

## Transferring a Call



Press the **Tran** key to place the current call on hold and access a new idle line.



Press a speed dial key to dial the party to whom you wish to transfer the call.

Or dial the party with the dial pad.

You may wait until the called party answers to announce the call or transfer it immediately.



Press the **Tran** key again to transfer the call.

## Conferencing Calls



Press the **Conf** key while on an active call.

Dial the party you wish to add to the conference.



Or press an active or held call's line key to add that call.



After the added party answers, press the **Conf** key to conference all parties together.



To remove the last party added, press the **Drop** key.



To terminate a conference, removing yourself and all other parties, press the **Spkr** key or hang up the handset.

## Call Log



Press the **Call** key, then select LOG to enter the call log.



Or select UNANS, if it is shown in the display.



Select UNANS (unanswered calls), ANSWD (answered calls), or OUT (outgoing) calls.

The most recent call in the log will be displayed.

Select ←BACK to view previous (older) calls.

Press the **More** ► key to view the last-displayed (newer) call.

Select DELETE to remove the call from the log.



Select TIME to view elapsed time for answered calls; select DATE to return to the time and date display.



Select DIAL to access an idle line and show the logged directory number in the display.



Add any required prefixes, then press the key under the displayed number to dial.