# HANDSET ICONS

Anonymous Call	<b>←</b> ?
Battery Level	
Block Anonymous Call	Ż.
Blocked Call	/≯】
Call Forward	*
Do Not Disturb	<b>Ի</b> ⊗
Scroll Down	[▼]
Scroll Up	[4]
Phone Number in Use	■1
Initial Settings	5 <b>≔</b> ©
Intercom	•1))
IP Services	4
Line Status	70
Line Available	~
Line in Use	<u> </u>
Line Number	70
New Voice Mail	<b>⊵</b> ₽
In Range	Ψ
Out of Range	7
Phonebook	8
Receiver	[~]
Redial	[REDIAL]
Ringer Off	Ø
Ringer Setting	<b>&gt;</b>
Speaker Phone	[ॡ]

# YOUR CORDLESS PHONE

#### **CORDLESS PHONE**



# BASIC CALL FEATURES

## **View Call History**

To view Outgoing Calls / Redial List:

- Press REDIAL.
- Scroll to search contact / phone number.

To view Missed Call List:

- Select CID.
- Scroll to search contact / phone number.

### Placing a Call

#### From the keypad:

- On the idle screen, enter the phone number using the keypad.
- Press Talk to place the call.

#### OR

- Press **Talk** to place the call.
- Enter the phone number using the keypad.

#### From Phonebook:

- Select CID.
- Scroll to view Missed Calls.
- Press Talk to place the call.

#### From Call History:

- Select MENU > Phonebook.
- Scroll to search contacts, or use keypad to search alphabet of the contact name and select the contact.
- Press Talk to place the call.

#### Redial

- Press REDIAL to view Call History (last 10 dialed numbers are stored).
- Scroll to the number.
- Press Talk to place the call.

#### Call Hold / Resume

- To place an active call on hold, select HOLD.
- Handset screen will display "Line on Hold" and HOLD will flash.
- To resume the call, select HOLD again.

#### **Conference Call**

- Whilst on a call, select MENU,
- Select 4 = Conference.
- Wait for the continuous dial tone and then enter the other party's phone number (or extension, for contacts within the same organization).
- Using the Navigate button, select CALL.
- Wait for the party to answer the call.
- Select CONF to connect all parties into the conference.

#### **Call Forward**

- To activate dial \*72 followed by the phone number to which calls will be forwarded to.
- To de-activate dial \*72.

#### Internal Call Transfer - Blind & Supervised

Internal Call Transfer: Allows you to transfer a call to other phones. There are 2 ways you can make an internal call transfer – Blind or Supervised.

#### **Blind Transfer**

Transfer a call to another phone without announcing the call to the other party

- Whilst on a call, select MENU.
- Select INTERCOM to display all connected phones.
- Select the other party's phone.
- Using the Navigate button, select CALL.
- To complete the transfer, select OFF when the receiving party's phone rings.
- If the party does not answer the call within 1 minute, the call will be transferred back to your phone.

### **Supervised Transfer**

Transfer a call to another phone after announcing the call to the other party

- Whilst on a call, select MENU.
- Select INTERCOM to display all connected phones.
- Select the other party's phone.
- Using the Navigate button, select CALL.
- Wait for the party to answer the call and announce the transfer.
- To complete the transfer, select OFF once the party has accepted the call.