

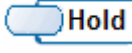





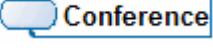

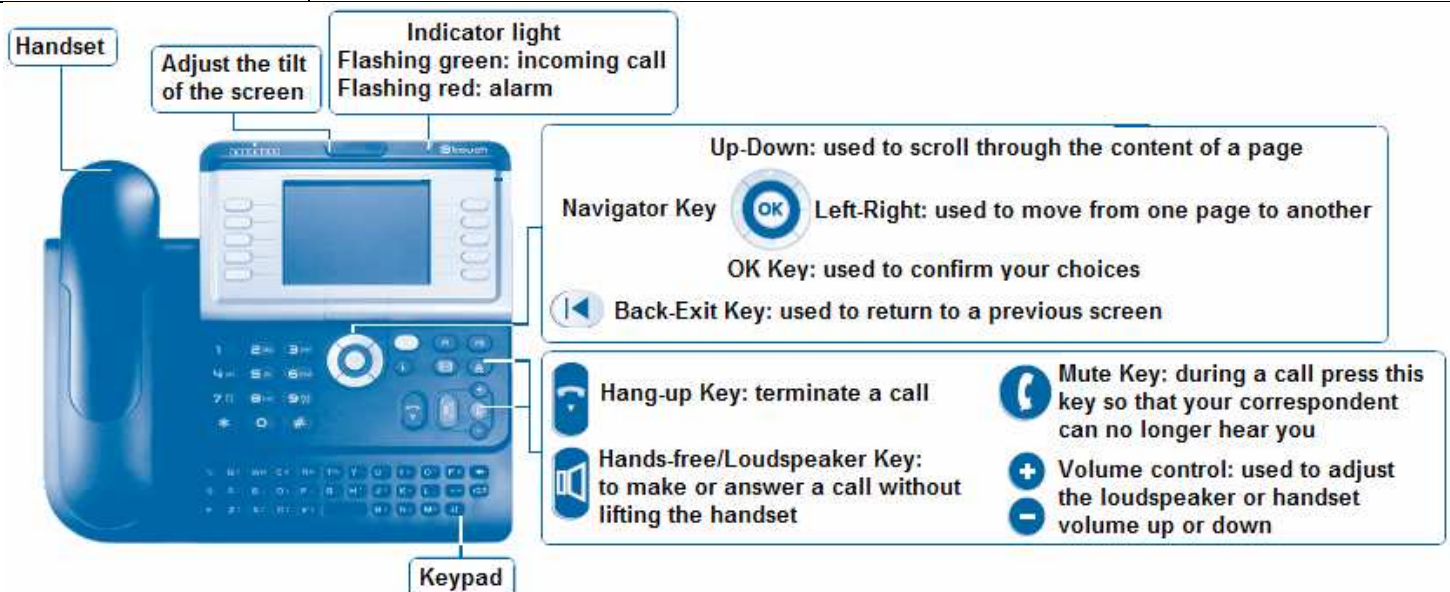


INTERNAL calls	Lift handset and Dial the internal extension number (e.g.120).
EXTERNAL calls	Lift handset and Dial 0 , then the outside number.
Dial OPERATOR	Dial 9 , to contact the operator / reception.
REDIAL	Dial #1 , or press  redial key to call the last number dialled.
CALL TRANSFER	Dial the extension number, Press the  key on the screen then hang up.
HOLD	Press the  key on the screen. To retrieve the call press the  on top right of the screen.
CALL PARK	Dial *7 , and then hang up. To retrieve call from ANY phone Dial *7 , then the Extension number that parked the call.
CALL PICK-UP	Dial *6 to pick-up a call on an extension that is in your pick-up group OR Dial #6 , and then the extension number that is ringing.
DTMF touch tones	Dial ## , or Press the  key on the screen to turn tones on and off. Used to select tones (e.g. for call options / phone banking).
ATTD DIVERT	Press the  key, enter the destination number then enter the OP Password (help1954). To cancel all diverts press the  key followed by the OP Password (help1954)
Night Mode	To night switch the system press the  key followed by the OP Password (help1954)
CONFERENCE CALL	Place call on hold. Dial third party, once the call has answered Press the  key on the screen to activate a 3 way conference call.
DIAL BY NAME	Enter the first letters of the name using the keypad at the bottom of the phone. Scroll through the list using the Navigator keys  left or right and then press OK to make the call.



Setting up your Personal Voicemail

To set-up your mailbox, Press the  Key and then follow the voice prompts.

- Enter your password (4 digits), press # to confirm
- Record your name, the Press # to confirm. Press # again to accept.
- Your mailbox will now tell you how many messages you have stored in it (if any). Check these messages if desired.

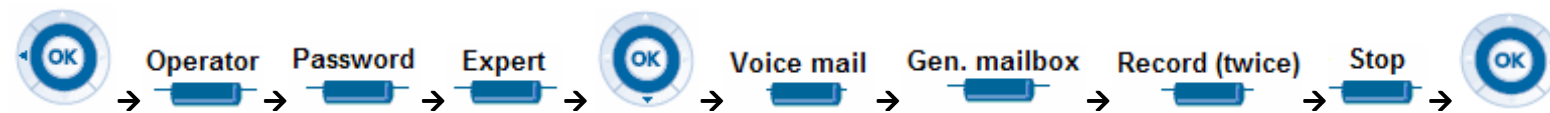
Hang up your phone. Your message light will extinguish if you have no new messages in your mailbox

Customizing your PERSONAL Voicemail Greeting (lift the handset to record greeting)



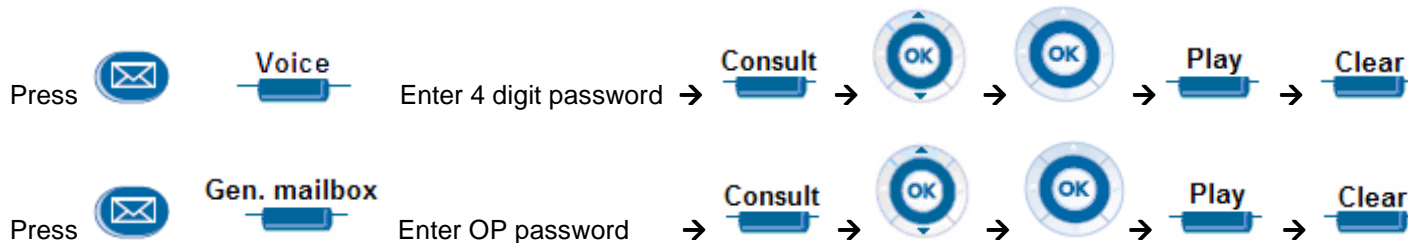
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|------------------------------------|--|
| 1. Press the LEFT navigator key | 6. Lift handset then record your personal greeting |
| 2. Press the Settings soft key | 7. Press the STOP soft key |
| 3. Press the MAILBOX soft key | 8. Press the LISTEN soft key to hear your message |
| 4. Press the Pers message soft key | 9. Press the OK key to confirm |
| 5. Press the Record soft key | |

Customizing your GENERAL Voicemail Greeting (lift the handset to record greeting)



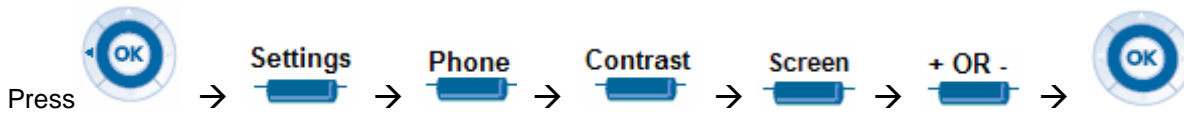
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|--|---|
| 1. Press the LEFT arrow on the navigator key | 6. Press the VOICE MAIL soft key |
| 2. Press the OPERATE soft key | 7. Press the Gen.mailbox soft key |
| 3. Enter PASSWORD (by default it is help1954) | 8. Press record key twice |
| 4. Press the EXPERT soft key | 9. Lift handset then record your general greeting |
| 5. Press the down arrow on the navigator key | 10. Press the STOP soft key and OK to confirm |

Listening to your voicemail messages



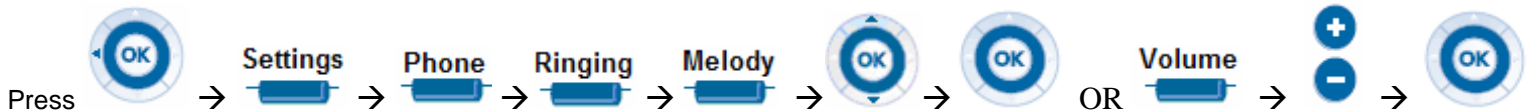
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|--|---|
| 1. Press the MAILBOX key | 4. Press the Consult soft key |
| 2. Press the VOICE soft key or GEN. MAILBOX soft key | 5. Press OK on the navigator key. |
| 3. Enter your PERSONAL mailbox password (default is 1515)
OR Enter your GENERAL mailbox Password (default help1954) | 6. Press play soft key |
| | 7. Press the CLEAR soft key to delete message |

Adjusting Screen and Icon Brightness



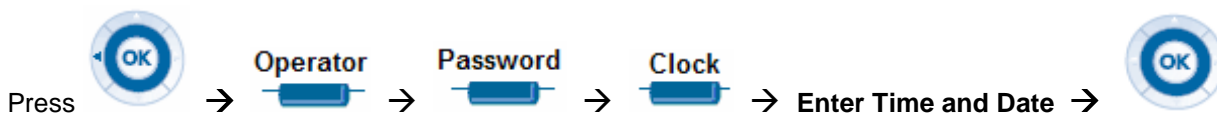
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| 1) Press the LEFT navigator key | 5) Press the SCREEN key repeatedly until the screen becomes clear |
| 2) Press the SETTINGS soft key | 6) Press the + or - soft key's repeatedly until the screen becomes clear |
| 3) Press the PHONE soft key | 7) Press OK to confirm |
| 4) Press the CONTRAST soft key | 8) Then press the Hang Up key to end |

Adjusting Ring Tone and Volume



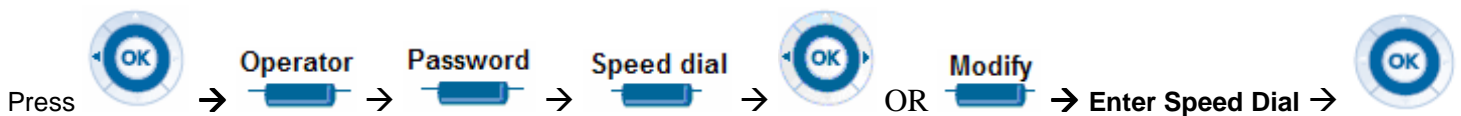
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|---------------------------------|---|
| 1) Press the LEFT navigator key | 5) Press the MELODY soft key |
| 2) Press the SETTINGS soft key | 6) Press the UP and DOWN navigator keys to select tune then OK to confirm |
| 3) Press the PHONE soft key | 7) Press the VOLUME soft key |
| 4) Press the RINGING soft key | 8) Press the volume UP and DOWN keys to select tune then OK to confirm |

Adjusting Time and Date Settings



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|---|--|
| 1) Press the LEFT navigator key | 5) Enter the Time and Date Settings |
| 2) Press the OPERATE soft key | 6) Press the OK key to confirm changes |
| 3) Enter the password (by default it is help1954) | 7) Then press the Hang Up key to confirm |
| 4) Press the CLOCK soft key | |

Programming A Common Speed Dial Number



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| 1) Press the LEFT navigator key | 6) Enter Speed Dial Name, Hold the Shift key ↑ down for capital letters (bottom left of keypad) |
| 2) Press the OPERATE soft key | 7) Press OK, |
| 3) Enter the password (by default it is help1954) then press SD (Speed Dial) button. | 8) Then Enter the Speed Dial Number |
| 4) Use LEFT or RIGHT soft keys to find a free entry OR | 9) Press OK to confirm changes |
| 5) Press the MODIFY soft key | 10) Then press the Hang Up key to end |