Ring Tones

1. Press the **OK** key to enter the main menu, and then select **Settings**->
   Audio->**Ring Tones**->**Melodies**.
2. Press ⬆ or ⬇ to highlight the **Intercom Call** option or the desired line.
3. Press ◂ or ▸ to select the desired ring tone.
4. Press the **Save** soft key to accept the change.

Local Directory

To add a contact:

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press the **Options** soft key, and then select **New Contact**.
3. Enter the desired value in the **Name**, **Number** and **Mobile** field
   respectively.
4. Press the **Save** soft key to accept the change.

To edit a contact:

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press ⬆ or ⬇ to highlight the desired entry.
3. Press the **Options** soft key, and then select **Edit**.
4. Edit the value in the **Name**, **Number** and **Mobile** field respectively.
5. Press the **Save** soft key to accept the change.

To delete a contact:

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press ⬆ or ⬇ to highlight the desired entry.
3. Press the **Options** soft key, and then select **Delete** to delete the selected
   entry.

To assign a speed dial number:

1. Press the **OK** key to enter the main menu, and then select **Settings**->
   Telephony->**Speed Dial**.

2.Press ▲ or ▼ to highlight the desired digit key, and then press the **Assign** soft key.

3.Press ▲ or ▼ to highlight the desired entry, and then press the **OK** soft key.

If both the office number and mobile number are stored, press ▲ or ▼ to highlight the desired number, and then press the **OK** soft key again.

Basic Call Features

Placing Calls

To place a call directly:

1.Do one of the following:

- Enter the desired number when the handset is idle.
- Press 🔲 to enter the pre-dialing screen.

  Enter the desired number using the keypad.

  If there are multiple lines assigned to your handset as outgoing lines, press the **Line** soft key to select the desired line. If you do not select a line, the handset uses the default outgoing line to dial out.

2.Press 📞 , 🔲 or ⏎ to dial out.

To place a call from the local directory:

1.Press ▼ when the handset is idle.

2.Press ▲ or ▼ to highlight the desired entry, and then press 📞 or 🔲 to dial out using the default line.

If multiple numbers for the contact are stored, press ▲ or ▼ to highlight the desired number, and then press 📞 or 🔲 again to dial out using the default line.

To place a call from the call history:

1.Press the **History** soft key when the handset is idle, and then select the desired call history list.

2.Press ▲ or ▼ to highlight the desired entry, and then press 📞 or 🔲 to dial out using the default line.

To place a call from the redial list:

1. Press ⌈c⌉ when the handset is idle.

2. Press ⌈▲⌉ or ⌈▼⌉ to highlight the desired entry, and then press ⌈c⌉ or ⌈◀⌉.

To place a call using the speed dial key:

Long press the speed dial key to call the preset number directly.

Answering Calls

To answer a call, do one of the following:

- Press the **Accept** soft key.
- Press ⌈c⌉ .
- Press ⌈◀⌉ .
- Press ⌈ok⌉ .

Note: You can ignore an incoming call by pressing the **Silence** soft key or reject an
      incoming call by pressing ⌈☎⌉ .

Ending Calls

Press ⌈☎⌉ .

Call Mute

- Press ⌈🔇⌉ during a call to mute the call.
- Press ⌈🔇⌉ again to un-mute the call.

Call Hold and Resume

To place a call on hold:

Press the **Options** soft key during a call, and then select **Hold**.

To resume a call, do one of the following:

- If there is only a call on hold, press the **Resume** soft key.

- If there are two calls on hold, press the **Resume** soft key to resume the current call.
  Press the **Swap** soft key to swap between calls.

Call Transfer

You can transfer a call in the following ways:

Blind Transfer

1.Press the **Options** soft key during a call, and then select **Transfer**.

2.Enter the number you want to transfer the call to.

3.Press the **Transfer** soft key.

Semi-Attended Transfer

1.Press the **Options** soft key during a call, and then select **Transfer**.

2.Enter the number you want to transfer the call to.

3.Press $\boxed{\mathcal{C}}$, $\boxed{\blacktriangleleft}$ or $\boxed{\text{OK}}$ to dial out.

4.Press the **Transfer** soft key when you hear the ring-back tone.

Attended Transfer

1.Press the **Options** soft key during a call, and then select **Transfer**.

2.Enter the number you want to transfer the call to.

3.Press $\boxed{\mathcal{C}}$, $\boxed{\blacktriangleleft}$ or $\boxed{\text{OK}}$ to dial out.

4.Press the **Transfer** soft key after the call is answered.

Call Forward

To enable the call forward feature on a specific line:

1.Press the **OK** key to enter the main menu, and then select **Call Features** ->**Call Forward**.

2.Press $\boxed{\blacktriangle}$ or $\boxed{\blacktriangledown}$ to highlight the desired line, and then press the **OK** soft key.