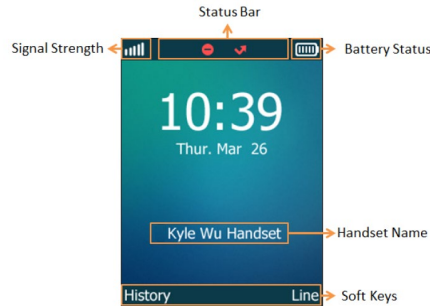


Name: _____ VM PIN _____

Phone Number: _____ Extension: _____

Idle Screen Indicators:



Signal Strength:



If you view an "X" this indicates no reception.

Battery Strength:

Under normal conditions, the battery should last at least 30 hours.



. A red icon indicates it needs charging.

Icons on the Status Bar Idle Screen:



The ringer volume is 0 and the phone is in silent mode.



The phone has enabled the Do Not Disturb (DND) feature.




The phone has new voice mails.

Power LED Indicator

- Solid Red: handset is charging
- Fast flashing red: handset is ringing
- Slowly flashing red: handset has a voicemail or a missed call
- Off: Handset is powered off, handset is idle, handset is fully charged.

Answering / Ending Calls

Answering Calls

- When you receive an incoming call, the phone rings and the screen displays the information of the incoming call.
- Do one of the following:
- Press  , or press Accept.
- Press the Speakerphone key.

Answering a Call When in a Call

- You can answer a call when there is already an active call on your phone.
- When you are in an active call and an incoming call arrives on the phone, a call waiting tone beeps, and the incoming call information is displayed.
- Press the down navigation key to select the incoming call.
- Select **Accept** or **Answer**.
- The active call is placed on hold, and the incoming call becomes active.

Holding a Call

- You can place an active call on hold on your phone.
- During a call, select **Options** > **Hold**.
- **Note:** When you have multiple calls on the phone and the current call is held, you can press the up or down navigation key to swap to the active call.

Resuming a Held Call

- You can view and resume a held call on the phone.
- Select **Resume**.
- If multiple calls are placed on hold, select the desired call first.

Ending Calls

- You can end the current call at any time.
- Press or **End**.

Call Park:

Call Park is available on a Wireless Handset phone by transferring the call to the Call Park Extension.

Park Extensions (will vary by customer)

- Extension 701: Park 1
- Extension 702: Park 2
- Extension 703: Park 3

To Park an Active Call

- Select "Options" (the right 'soft key' menu button)
- Select "Transfer", Select "OK"
- At the Transfer To screen: enter the **extension** for the Call Park Line
- Select "Transfer"

- This parked call can be picked up from any of the phones with the company.

To Retrieve a Parked Call

- Enter the **Extension** the call is Parked.
 - Extension 701: Park 1
 - Extension 702: Park 2
 - Extension 703: Park 3
- Press the “Green” talk/answer button

Transfer (TRANS)

You can transfer a call directly to another extension by pressing the TRANS button in the lower left of the dial pad

- Select “Transfer”, Select “OK”
- At the Transfer To screen: enter the **extension** where you want to send the call.
- Select “Transfer”

Set or listen to Voice Mail Messages:

If your phone has been set up to receive voicemails, you will be able to action those messages by completing the following steps:

- Press the OK key when the handset is idle.
- Use the navigation keys to select the voicemail icon (top row, right corner)
- Select “OK”
- **The default password is 148755 and can be changed via the menu prompts.**
- Follow the menu prompts to take action on the voicemails received.
- Select “Back” from the Soft Key Indicators to return to the main screen.

