1. LCD SCREEN
2. MESSAGE LAMP: When you have a message it will light up the lamp red
3. FLEXIBLE CO BUTTIONS: Used to access a line or perform a programmed function
4. HANDSET HOOK: Keeps the handset stable when the phone is mounted on the wall
5. HEADSET JACK: Jack to plug in a headset
6. PAUSE: Used to insert a pause when storing a number
7. CONF: Used to establish a multiple party conversation
8. MESSAGE: Used to leave a message waiting indication or call back the party who left the message waiting indication
9. FLASH/RECALL: Used to disconnect the current call and make another call immediately
10. AUTO ANS / MUTE: Used to receive an incoming call in hands-free mode or mute
11. TRANSFER: Used to transfer a call to another party
12. AUTO DIAL/STORE: Used for System/Personal Speed Dialing or program changes
13. HOLD: Used to place a call on hold
14. INTERCOM: Used to make or receive intercom calls
15. SP-PHONE (Speakerphone): Used for performing hands-free operations
16. MICROPHONE: Used for hands-free conversations
17. NAVIGATOR KEY: Used to adjust the volume or display contrast or select desired items
18. ENTER: Used to assign the selected item
19. SOFT BUTTONS: S1-S4 are used to select the item displayed on the bottom line of the display
20. EHS (Electronic Hook Switch) JACK:
21. FWD/DND: Used to switch Call Forwarding or Do Not Disturb on your extension
22. CANCEL: Used to cancel the selected item
23. NEXT PAGE: Used to switch the page for the Self Labeling feature
24. SUB LCD: 12 lines

Answer a Call
- To answer a call, pick up the handset or press the speaker button
  - Press the flexible CO button for the incoming call
- To turn on Auto Answer, press the AUTO ANS button and incoming calls will be answered automatically in hands free mode

Make a Call
- To call an extension, pick up the handset or press the speaker button and dial the extension
- To make an outside call, pick up the handset, press LINE and dial 9 then the phone number
- To set a callback for a call not answered, press the MESSAGE button
  - The dial tone for that extension will sound different to indicate that there is a call back request.
  - To call back the person who left the callback, press the MESSAGE button

Put a Call on Hold
- While on the call, press HOLD
- Press flashing line of the held call to retrieve it
Transfer a Call

- With the call active, press TRANSFER
- Dial the number to whom you wish to transfer the call
- Stay on the line to tell the caller you are transferring a call or hang up to complete the transfer
- If the caller cannot take the call, select the held call by pressing the line button

Conference

- Dial the first party and wait for an answer
- Press CONF
- Dial the number of the next party and wait for an answer
- When they answer, press CONF to join them to the call
- To add another party, press CONF and dial the number of the person
- If they agree to join the call, press CONF

Self Labeling Flexible CO Buttons

There are 2 pages of flexible CO buttons available with 12 buttons per page. Use the Next Page button at the bottom of the phone to access the second page of 12 buttons.

- Press the PROG softkey
- Press a flexible CO button or press the NEXT PAGE button and press a flexible CO button
- Press 2 and then enter 9 followed by the phone number (maximum 32 digits)
- Press ENTER
- Using the keypad, spell the name you want displayed (maximum 12 characters)
- Press ENTER
- Press CANCEL

Directory

To Search for a contact in the Personal Directory:
- Press the right navigation arrow and scroll to select Personal Directory
- Press the up and down arrows to select the name
- Pick up the handset to call the name on the screen

To Search for a system speed dial in the System Directory:
- Press the right navigation arrow and scroll to select System Directory
- Press the up and down arrows to select the name
- Pick up the handset to call the name on the screen

To Search for an extension in the Extension Directory:
- Press the right navigation arrow and scroll to select Extension Directory
- Press the up and down arrows to select the name or enter the first two letters of the name
- Pick up the handset to call the name on the screen

To add a Personal Speed Dial to your Directory:
- Press PAUSE and then press AUTO DIAL
- Press the UP or DOWN arrow keys to select an available speed dial location (00 to 09)
- Enter 9 followed by the phone number
- Press AUTO DIAL and then enter the name
- Press AUTO DIAL and then press PAUSE

To call a Personal Speed Dial Entry:
- Pick up your handset and then press AUTO DIAL
- Press “*” and then enter the speed dial location (00 to 09)

To call a System Speed Dial Entry:
- Pick up your handset and then press AUTO DIAL
- Press 0 and then enter the speed dial number

Call Log

To review your Incoming or Outgoing call log, press right navigation arrow and scroll to Incoming Call Log or Outgoing Call Log
- Scroll up and down to select the number you want
- Pick up the handset to call
- To save an outgoing call log entry to your Personal Directory, find the number and press STORE
  - Enter the name and press AUTO DIAL
  - Enter the speed dial number (01-09)
  - Press AUTO DIAL to complete and then press FLASH/RECALL to exit the menu
Voicemail

Setting Up Your Voicemail
- Press the VOICEMAIL button
- Enter the default password 2580#
- Be sure to record your greeting, change your password and record the Owner’s Name

Change Your Password
- Login to your voicemail
  - Press 3 for Mailbox Management
  - Press 2 for Password
- Press 1 to change your password
- Enter your password and press # then press 2 to accept
  - Your password length can be between 6-15 digits

Record Your Owner’s Name
- Login to your voicemail
  - Press 3 for Mailbox Management
  - Press 3 for Owner’s Name
- After the tone, record your name and press 1 when finished
- To accept the recording, press 2 (or press 1 to change or 3 to erase)

Record a Greeting
- Login to your voicemail
  - Press 3 for Mailbox Management
  - Press 1 for Personal Greetings
  - Press 1 to record the No Answer greeting
    - Or press 5 to record the Temporary greeting
    - After the tone, record your greeting and press 1 when finished
    - To accept the greeting, press 2 (or press 1 to review or 3 to erase)
- If you record a temporary greeting it will be activated once recorded and will play instead of the No Answer greeting
  - When you log into your voicemail, if your temporary greeting is recorded you will be asked if you want to turn off the temporary greeting
  - Press 1 to erase the Temporary greeting and return to your No Answer greeting

Check Your Messages
- To check messages, press the Access Mail button
- Enter your password and press #
- Press 1 to Receive Messages
  - To check New messages, press 1
  - To check Old messages, press 2
  - To check Deleted messages, press 3
  - Deleted messages are automatically deleted at midnight each day

Playback Options:

<table>
<thead>
<tr>
<th>Key</th>
<th>Feature</th>
<th>Message Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Repeat this message</td>
<td>✓</td>
</tr>
<tr>
<td>1</td>
<td>Replay the previous message</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>Play the next message</td>
<td>✓</td>
</tr>
<tr>
<td>2 6</td>
<td>Save this message as new (during playback only)</td>
<td>✓  —  —</td>
</tr>
<tr>
<td>3</td>
<td>Delete this message</td>
<td>✓</td>
</tr>
<tr>
<td>5</td>
<td>Rewind (during playback only)</td>
<td>✓</td>
</tr>
<tr>
<td>6</td>
<td>Fast-forward, skip envelope (during playback only)</td>
<td>✓  ✓  ✓</td>
</tr>
</tbody>
</table>