




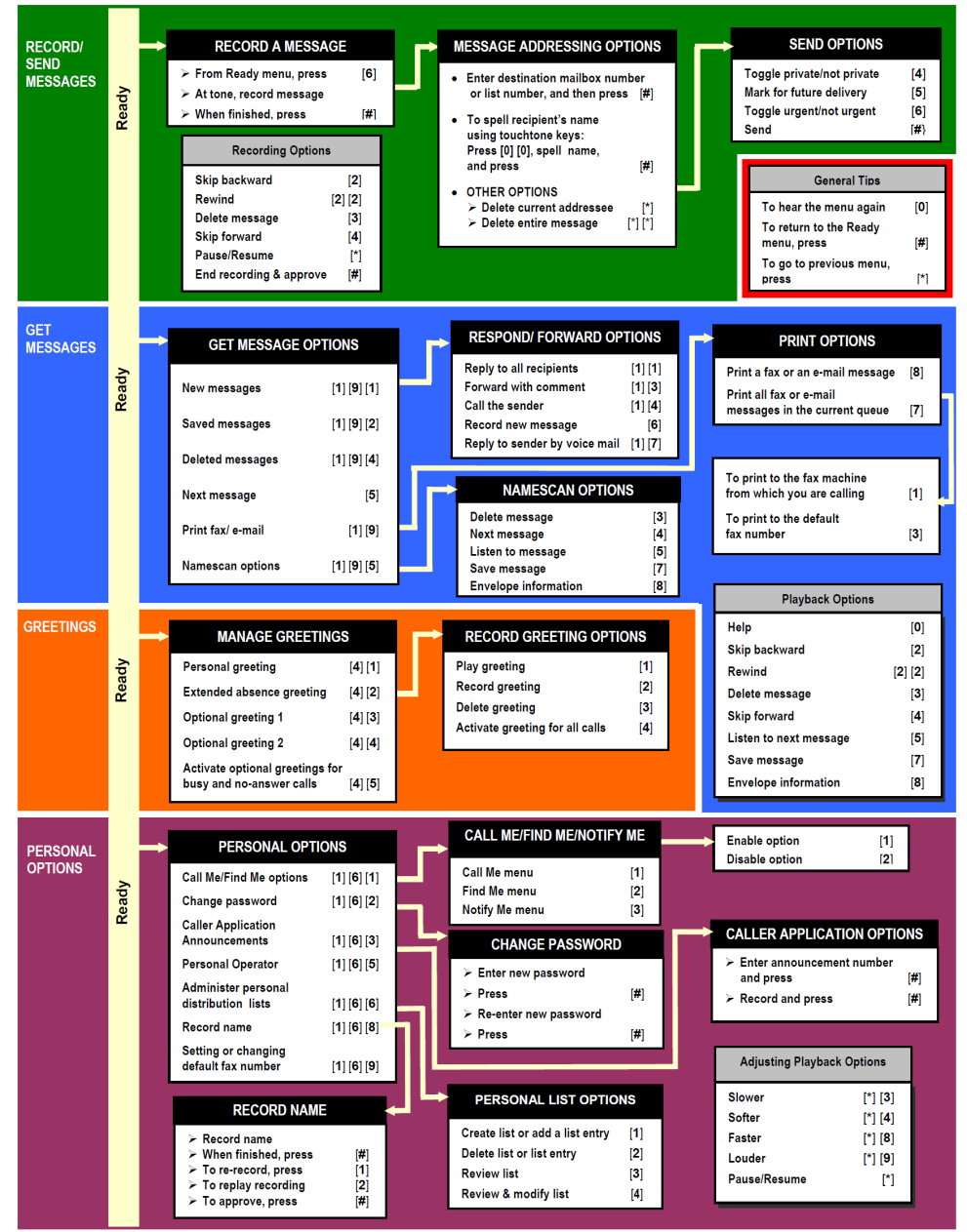


These icons are displayed on the phone screen:

-  **Ring** indicates an incoming call is arriving on this line.
-  **Active** indicates the line is in use.
-  **On Hold/Hold** indicates a call is on hold on this line. Or that this line's call was put on hold pending a conference or a transfer.
-  **Missed Calls**, where # represents the number of missed calls in the call log.
-  **Call Forward, Send Calls or EC500** feature is active.

Buttons	Description/Actions		
NAVIGATION BUTTONS	<ul style="list-style-type: none"> Use the up & down navigation arrows to scroll through lists. Use the left & right navigation arrows to move between menus or to move the cursor during text input. Use the "OK" button for a shortcut to an action. 		
PHONE/EXIT	Pressing the "Phone/Exit" button exits the current call feature or menu and returns to the call screen. To access the phone feature list, press the right or left arrow key.		
MESSAGE	Press the "Message" button to retrieve your voicemail messages.		
CONTACTS	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>To Add a Contact:</p> <ul style="list-style-type: none"> Press the "Contacts" button. Press the "New" soft key. Enter the name and phone number of the new entry. Press the "Save" soft key </td> <td style="width: 50%; vertical-align: top;"> <p>To Access:</p> <ul style="list-style-type: none"> Press the "Contacts" button. Use the up and down arrows to highlight the contact you wish to dial, then press the "Call" soft key or press "OK" to dial contact. <p>You can save up to 100 names & numbers.</p> </td> </tr> </table>	<p>To Add a Contact:</p> <ul style="list-style-type: none"> Press the "Contacts" button. Press the "New" soft key. Enter the name and phone number of the new entry. Press the "Save" soft key 	<p>To Access:</p> <ul style="list-style-type: none"> Press the "Contacts" button. Use the up and down arrows to highlight the contact you wish to dial, then press the "Call" soft key or press "OK" to dial contact. <p>You can save up to 100 names & numbers.</p>
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CALL LOG	<p>Your telephone maintains a log of up to 90 calls to/from your phone. Details are available for up to 30 outgoing, incoming (answered) and missed calls.</p> <ul style="list-style-type: none"> To call a party listed in the Call Log, press the "Call Log" button. Use the up & down arrow keys to highlight the party you would like to dial. Either press the "Call" soft key or press "OK" to dial the number. To add a number from the Call Log press to your Contacts '+Contacts'. 		
REDIAL	<ul style="list-style-type: none"> Press "Redial" button (phone can be set to re-dial last number called OR display list of last 6 numbers dialed). If list is displayed, use arrow keys to highlight number and press "OK" key to call OR press appropriate line appearance button. 		
HOLD	<ul style="list-style-type: none"> Press the "Hold" button. Original held call appearance becomes shaded. To retrieve caller, press the "Resume" soft key. 		
DROP	Press the "Drop" button to disconnect a call and retain the line for further use if required. The "Drop" soft key is also used to disconnect the last party added to a conference call if you are the initiator of that conference call.		



MODULAR MESSAGING

Setting up Your Modular Messaging Voice Mailbox	
ACCESSING YOUR VOICE MAILBOX:	<ul style="list-style-type: none"> Press the "Message" button on your phone or call 7 7 7 7 The system will <i>speak</i> your mailbox name. When prompted for your password enter "1212" followed by #.
CHANGING YOUR PASSWORD:	<ul style="list-style-type: none"> You will now be prompted to enter a new password. Your voicemail password must be a minimum of 4 digits. Follow the prompts to enter, and re-enter, your new password.
RECORDING YOUR NAME:	<ul style="list-style-type: none"> You will now be prompted to record your name. Follow the prompts to record & save your name recording.
RECORDING YOUR PERSONAL GREETING	<ul style="list-style-type: none"> Press 4 for "Greetings" You will hear "System greeting is active for all calls". Press 1 to "To Configure your Personal Greeting" Press 2 to "Record Personal Greeting" Record your message after the tone. When you are finished recording, press #. Press 1 to listen to your greeting. [if you want to re-record your message press 2]
EXITING:	To exit the voicemail system either hang up or press 9 9 .

Retrieving your Voicemail Messages																									
When someone leaves a message in your voicemail box, the Message Indicator at the top of your telephone handset will light up red to show that you have voicemail messages waiting ...																									
ACCESSING YOUR VOICE MAILBOX:	<ul style="list-style-type: none"> Press the "Message" button on your phone or call 7 7 7 7 <i>[If calling from another extension you will then need to dial * # & enter your mailbox number]</i> To access your voice mailbox if you're out of the office, call (0 2) 9 8 5 0 – 7 7 7 7 then dial # and enter your mailbox number. The system will <i>speak</i> your mailbox name. When prompted enter your password followed by #. 																								
PLAYING YOUR MESSAGES:	<ul style="list-style-type: none"> Press 5 to "Listen to a Message" You will hear the message header being played – date, time, number, duration of the message – followed by the message. When finished playing, the message will be automatically saved. When finished listening to all messages, hang up or press 9. 																								
PLAYBACK CONTROLS:	<p>While playing messages the following controls are available:</p> <table border="0"> <tr> <td>Rewind.....</td> <td>2 2</td> <td>Skip Back.....</td> <td>2</td> <td>Slower.....</td> <td>* 3</td> </tr> <tr> <td>Pause/Resume</td> <td>*</td> <td>Skip Forward.....</td> <td>4</td> <td>Faster.....</td> <td>* 8</td> </tr> <tr> <td>Louder.....</td> <td>* 9</td> <td>Quieter.....</td> <td>* 4</td> <td>Next Message.....</td> <td>5</td> </tr> <tr> <td>Delete.....</td> <td>3</td> <td>Save.....</td> <td>7</td> <td>Ready Menu.....</td> <td>#</td> </tr> </table>	Rewind.....	2 2	Skip Back.....	2	Slower.....	* 3	Pause/Resume	*	Skip Forward.....	4	Faster.....	* 8	Louder.....	* 9	Quieter.....	* 4	Next Message.....	5	Delete.....	3	Save.....	7	Ready Menu.....	#
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Details on all features & functions of your voicemail system can be found on the next page ...

Buttons	Description/Actions
CONFERENCE (up to 6 parties)	<p>With the first caller on line (incoming or outgoing, internal or external call):</p> <ul style="list-style-type: none"> Press the "Conference" button. The call is placed on hold and next available line appearance is selected. Dial the number of next required party (internal or external) If you dial an incorrect number, press the "Clear" soft key to clear the dialed number & give you dial tone again - you can then dial another number. <p>If <i>answered</i>, press the "Join" soft key (all 3 parties are connected) If <i>not answered</i>, press the "Cancel" soft key to return to the original call.</p> <p>Repeat the above procedure using the "Add" soft key to connect additional parties (maximum of 6 including yourself) to the conference.</p> <p>Once the conference call is in progress, as the initiator, you can press the "Drop" soft key to disconnect the last party that you added to the conference.</p>
TRANSFER	<ul style="list-style-type: none"> Press the "Transfer" button, dial the extension number & introduce call. The transfer is completed when you either hang up or press the "Complete" soft key. <p>If you have made an error dialing the number:</p> <ul style="list-style-type: none"> Press the "Clear" soft key to clear the dialed number & give dial tone again. You can then dial another number. <p>If there's no answer or the number is busy and you wish to retrieve the call:</p> <ul style="list-style-type: none"> Press the "Cancel" soft key to return to the original call.
SPEAKER	If speaking through the handset and you wish to put a call on 'hands-free', press the "Speaker" button and replace handset.
MUTE	<ul style="list-style-type: none"> Press the "Mute" button to deactivate your phone's microphone. Red light on "Mute" indicates that your voice cannot be heard. Press the "Mute" button again to continue talking.
VOLUME	Press the volume controls to adjust the volume of the ringer, handset, headset or speaker.
HEADSET	<ul style="list-style-type: none"> To activate, press "Headset" button to use headset (red light is lit). To deactivate, press "Headset" button.

