These icons are displayed on the phone screen:

- **Ringing** 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.
- **Missed Calls** precedes the number of missed calls in the call log.
- **Call Forward** is active.
- **EC500 (extension to cellular)** feature is active.

### Buttons

<table>
<thead>
<tr>
<th>Buttons</th>
<th>Description/Actions</th>
</tr>
</thead>
</table>
| **NAVIGATION BUTTONS** | • 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.                                                                                                           |
| **CONTACTS**     | To Add a Contact:  
- Press the “Contacts” button.  
- Press the ‘New’ soft key.  
- Enter the name and phone number of the new entry.  
- Press the “Save” soft key.  
To Access:  
- 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.  

**You can save up to 250 names & numbers**                                                                                                                 |
| **CALL LOG**     | 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.  
- 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 to your Contacts press ‘+Contacts’.                                                                                          |
| **FORWARD**      | Press the “Forward” button to display the forwarding menu for your extension.                                                                                                                                       |
| **HEADSET**      | • To activate, press “Headset” button to use headset (red light is lit).  
• To deactivate, press “Headset” button.                                                                                                                  |
| **MESSAGE**      | Press the “Message” button to retrieve your voicemail messages.                                                                                                                                                    |
| **MUTE**         | • 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.                                                                                                          |
| **PHONE**        | Pressing the “Phone” 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.                                                   |
| **SPEAKER**      | If speaking through the handset and you wish to put a call on ‘hands-free’, press the “Speaker” button and replace handset.                                                                                         |
| **VOLUME**       | Press the volume controls to adjust the volume of the ringer, handset, headset or speaker.                                                                                                                            |
Setting up Your Modular Messaging Voice Mailbox

ACCESSING YOUR VOICE MAILBOX:
- Press the "Message" button on your phone or call 7 7 7 7
- The system will speak your mailbox name.
- When prompted for your password enter "1212" followed by #.

CHANGING YOUR PASSWORD:
- 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:
- You will now be prompted to record your name.
- Follow the prompts to record & save your name recording.

RECORDING YOUR PERSONAL GREETING:
- 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:
- Press the "Message" button on your phone or call 7 7 7 7
[If calling from another extension you will then need to dial * # & enter your mailbox number]
- 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 speak your mailbox name.
- When prompted enter your password followed by #.

PLAYING YOUR MESSAGES:
- 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:
While playing messages the following controls are available:
- 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........... #

Details on all features & functions of your voicemail system can be found on the next page …

<table>
<thead>
<tr>
<th>Soft Keys</th>
<th>Description/Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEND ALL</td>
<td>To divert all calls to your cover path (e.g. Voicemail).</td>
</tr>
<tr>
<td></td>
<td>• To activate press “Send All” soft key.</td>
</tr>
<tr>
<td></td>
<td>• To deactivate press “Send All” soft key.</td>
</tr>
<tr>
<td>REDIAL</td>
<td>• Press “Redial” soft key (phone can be set to re-dial last number called OR</td>
</tr>
<tr>
<td></td>
<td>display list of last 6 numbers dialed).</td>
</tr>
<tr>
<td></td>
<td>• If list is displayed, use arrow keys to highlight number and press “OK” key to</td>
</tr>
<tr>
<td></td>
<td>call OR press appropriate line appearance button.</td>
</tr>
<tr>
<td>HOLD</td>
<td>• Press the “Hold” soft key. Original held call appearance becomes shaded.</td>
</tr>
<tr>
<td></td>
<td>• To retrieve caller, press the &quot;Resume&quot; soft key.</td>
</tr>
<tr>
<td>CONFERENCE</td>
<td>With the first caller on line (incoming or outgoing, internal or external call):</td>
</tr>
<tr>
<td>(up to 6 parties)</td>
<td>• Press the “Conf” soft key.</td>
</tr>
<tr>
<td></td>
<td>If answered, press the “Join” soft key (all 3 parties are connected)</td>
</tr>
<tr>
<td></td>
<td>If not answered, press the “Cancel” soft key to return to the original call.</td>
</tr>
<tr>
<td></td>
<td>Repeat the above procedure using the “Add” soft key to connect additional parties</td>
</tr>
<tr>
<td></td>
<td>(maximum of 6 including yourself) to the conference.</td>
</tr>
<tr>
<td></td>
<td>Once the conference call is in progress, as the initiator, you can press the “Drop”</td>
</tr>
<tr>
<td></td>
<td>soft key to disconnect the last party that you added to the conference.</td>
</tr>
<tr>
<td>TRANSFER</td>
<td>• Press the “Transfer” soft key, dial the extension number &amp; introduce call.</td>
</tr>
<tr>
<td></td>
<td>• The transfer is completed when you either hang up or press the “Complete” soft</td>
</tr>
<tr>
<td></td>
<td>key.</td>
</tr>
<tr>
<td></td>
<td>If you have made an error dialing the number:</td>
</tr>
<tr>
<td></td>
<td>• Press the “Clear” soft key to clear the dialed number &amp; give dial tone again.</td>
</tr>
<tr>
<td></td>
<td>You can then dial another number.</td>
</tr>
<tr>
<td></td>
<td>If no answer or busy and you wish to retrieve the call:</td>
</tr>
<tr>
<td></td>
<td>• Press the “Cancel” soft key to return to the original call.</td>
</tr>
<tr>
<td>DROP</td>
<td>Press the “Drop” soft key to disconnect a call and retain the line for further use</td>
</tr>
<tr>
<td></td>
<td>if required. The “Drop” soft key is also used to disconnect the last party added to</td>
</tr>
<tr>
<td></td>
<td>a conference call if you are the initiator of that conference call.</td>
</tr>
<tr>
<td>CLEAR</td>
<td>Press the “Clear” soft key to disconnect a call during Transfer and to return to</td>
</tr>
<tr>
<td></td>
<td>the original caller. The “Clear” soft key can also be used to clear numbers on</td>
</tr>
<tr>
<td></td>
<td>initiating a call if entered incorrectly.</td>
</tr>
<tr>
<td>Features</td>
<td>Description/Steps</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------</td>
</tr>
<tr>
<td>PLACING A CALL</td>
<td>External: Lift handset or press “Speaker” then dial 0 followed by the number. Internal: Lift handset or press “Speaker” then dial the extension number.</td>
</tr>
<tr>
<td>CALL PICK-UP</td>
<td>When a phone in your pick up group is ringing, your “Call Pickup” button will flash. Press “Call Pickup” (or dial *3) to answer another ringing phone from your pick up group.</td>
</tr>
</tbody>
</table>
| CALL FORWARD | A temporary diversion for all calls to another destination (e.g. another extension).  
• To activate, press “Call Forward” button (you will hear dial tone).  
• Dial the number to which you want your calls diverted (you will hear a confirmation tone of 3 beeps and the call forward button will be lit).  
• To deactivate, press “Call Forward” button. |
| DIRECTORY, NEXT & MAKE CALL | To access the internal telephone directory to find names & extension numbers:  
• Press the “Directory” button.  
• Enter the surname using telephone keypad.  
• Press “Next” to scroll through the matching entries.  
• Press “Make Call” to call the name shown on the display. |
| AUTOMATIC CALL BACK | To activate:  
• Dial an extension, if busy or not answering press “Auto Callback” button. This needs to be initiated before the call goes to the extension’s coverage path.  
• “Auto Callback” is now set. A confirmation tone of 3 beeps will be heard.  
• The system will automatically call you back when the extension becomes available.  
To Deactivate:  
• Press “Auto Callback”. |

### Additional Feature Buttons (where programmed)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
</table>
| TEAM BUTTON | The TEAM button has a number of functions:  
• Display: Shows when the monitored extension is active on a call.  
• Notify/Pickup: The TEAM button will ring when there is an incoming call to the monitored extension. Pressing the TEAM button once will display the incoming caller, pressing again will answer the call.  
• Call: When the TEAM button is pressed, it acts as a speed dial to call the extension. |
| BRIDGED LINE | In addition to your own lines, your telephone may show one or more bridged lines on the display. These lines could belong to another person or could be a group line. Bridging allows you to see when that line is in use or answer calls for that line. |
| EXTENSION TO CELLULAR – EC500 & EXTEND CALL | Extension to Cellular (EC500) allows your mobile to function as an extension of your office phone. When EC500 is active incoming calls will ring on both your office extension & your mobile phone. To activate EC500:  
• Press the “EC500” button.  
• Incoming office calls will now ring on both your extension & mobile phone.  
• To deactivate, press the “EC500” button.  
EC500 enables you to switch calls between your office & mobile phones when you are in the office. To move an active call from your mobile to your office phone:  
• Press the active line appearance on your office phone.  
• As you are now conferenced on the call, hang up on your mobile phone.  
To move an active call from your office phone to your mobile phone:  
• Press the “Extend Call” button on your office phone.  
• When your mobile rings, answer the incoming call.  
• As you are now conferenced on the call, hang up your office phone. |

### NOTES

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