



- DND** – Blocks all incoming calls - red LED illuminates.
- Headset** – Toggle to activate - red LED illuminates.
- Vol ▲▼** – Adjusts volume for ringing, headset, and speakerphone - adjusts LCD brightness (in idle state).
- Trans/PGM** – Initiates call transfer, or enters programming mode.
- Hold/Save** – Places active call on hold or saves programming information.
- Mute** – Toggle outgoing audio - red LED illuminates.
- Speaker** – Toggle to activate - red LED illuminates.
- Menu** – Used to move to desired option for programming.
- MSG** – When illuminated indicates message waiting; used to access Voice Mail server.
- 3 Soft Buttons** – Used with fixed and flexible features - use changes in relation to LCD display.
- Flexible** – Some are system pre-programmed for line appearance, and some are user programmable.
- Ring/MSG Indicator** – Illuminates when ringing, or message waiting.
- LCD Display** – Phone interface for status, dialing directories, and text message information.
- Hands-free Microphone** – Used for hands-free speakerphone function.
- Navigation button** – Used to select and/or execute items in Soft menu or Station settings (when pressing Menu button).



### Page

Lift handset and dial 0## to page all internal phones

### Ring Tones

*Internal:* press trans/pgm key dial 11, dial 1-8 to choose tone, press hold/save

*External:* press trans/pgm key, dial 12, dial 1-8 to choose tone, press hold/save

### Program Speed Dial

Press Dir softkey, press speed softkey, press add softkey, display shows next available speed bin number (location number), press hold/save key, dial 0 for outside line and required number, press hold/save key, type in name (12 characters) use <> keys for space and backspace, press hold/save key, press speaker key to exit program  
System bin numbers 200 -299 and personal bin numbers 00-19

*To use:* press dir softkey, press speed softkey, dial speed bin number

### Background Music

Press trans/pgm key, dial 73, select 02 for music and 00 to switch off press hold/save

### Program Flexible Keys

Press trans/pgm key, press button required to prog, dial station or spd and bin number, hold/save

### Make a Call

Lift the handset or press speaker, dial 0 for outside line or press line key, dial number Or dial station number or press flexible programmed key for internal

### Holding a Call

Press hold/save key – once for all handsets to have access, twice for exclusive hold (own handset)

### Transfer a Call

While on a call press trans/pgm button, dial station number, announce and hang up Or: press flexible programmed key announce and hang up.  
To retrieve call press line key

### Conference Call

While on a call press conf softkey, dial next number and speak then press conf softkey x2 to join