













Key	Function during text input	Function when held down
	Write special characters	Deactivate the ring tone.
	Switch between upper/lower case and digit entry.	Activate telephone lock.

Below icons appear in Telephone Display when feature is activated

ICON	EXPLANATION
	VOICEMAIL MESSAGES have been received
	One or more NEW entries added to CALL LIST
	CALL FORWARDING is active
	The DO NOT DISTURB function is active
	RINGER is OFF
	BEEP TONE is ON

SOFT KEY OPTIONS DURING INCOMING CALL (WHILE TELEPHONE IS RINGING)	Accept – Press the Answer soft key to accept the call via speaker <i>NOTE: If utilizing a Headset, the call will divert to your Headset.</i> Deflect – Press the Deflect soft key, type the desired destination number, press OK to redirect incoming call
FEATURE	NAVIGATION BLOCK / Button Options
ANSWERING A CALL via Handset Speaker Button or Headset Button	While telephone is ringing – Lift the Handset OR - Press the FLASHING Speaker button. <i>(Speaker LED will illuminate SOLID once answered)</i> OR - Press the FLASHING Headset button <i>(Headset LED will illuminate SOLID once answered)</i>  <i>(telephone icon appears in display along with connection timer during active call)</i>
PLACING A CALL  TIP: There is a 3-4-second delay after entering a number before the system will place the call. This provides the ability to utilize the Navigation block BACK option to delete a mistyped number and enter it correctly prior to placing the call.	EXTERNAL CALLS <ul style="list-style-type: none"> • LOCAL: Dial the 7-digit Local Number • LONG DISTANCE: Dial 1 + area code + number INTERNAL CALLS <ul style="list-style-type: none"> • Dial the 5-digit Internal Extension number NOTE: For immediate dialing, press the Dial soft key, or OK , or Lift the Handset after entering the number. If one of the three selections is not made, the system will place the call automatically after delay
HANDSET FREE DIALING All telephones have a “live” keypad which allows immediate dialing without lifting the receiver. This will automatically activate the SPEAKER option on the telephone OR the Headset (if being utilized).	<ul style="list-style-type: none"> • With the Handset in the cradle, dial the desired number • Press the Dial soft key OR press OK • Call is placed via Speaker or Headset! NOTE: If the Dial soft key or OK is not pressed, the system will place the call automatically, after delay
SWITCHING DEVICES Move a call from Handset to Speaker and Speaker to Handset	To move a call from Handset to Speaker <ul style="list-style-type: none"> • While connected to the caller, press the Speaker button • Once the Speaker LED illuminates, replace the handset into the cradle To move a call from Speaker to Handset <ul style="list-style-type: none"> • While connected to the caller, lift the handset • The Speaker LED will deactivate at this time
REDIAL Enables user to call the last internal / external number dialed	<ul style="list-style-type: none"> • Press the Redial soft key • OR get Dial Tone and press the Redial soft key
HOLD (non keyset - line appears on display only) Place a caller on hold .at your extension  <i>(hold icon-appears next to held call)</i>	<ul style="list-style-type: none"> • During a call, press the HOLD button (<i>LED flashes</i>) <i>(Call appears in display during hold along with hold icon and timer.)</i> To take the call OFF of HOLD <ul style="list-style-type: none"> • Press the flashing HOLD button (<i>or the Reconnect soft key</i>)
HOLD (keyset – line appears on display & button) Place a caller on hold on a line programmed on your phone	<ul style="list-style-type: none"> • During a call, press the Hold button (<i>LINE button of held call flashes for duration of held call.</i>) NOTE: The Hold button LED will not illuminate during held call. To RECONNECT to HELD CALL <ul style="list-style-type: none"> • Press the flashing Line button of held call
MUTE To temporarily deactivate the microphone on the handset, speakerphone or headset (if being utilized)	<ul style="list-style-type: none"> • To Activate mute, press the Mute button • The LED on Mute button will illuminate to ensure feature is activated • To Deactivate mute, press the illuminated Mute button • The LED on the Mute button will deactivate
TRANSFER Send a call to another destination after being answered	ANNOUNCED TRANSFER <ul style="list-style-type: none"> • During a call, press the Transfer button • Dial the desired number and press the Dial soft key (<i>or OK</i>) • When party answers, announce the call • To Complete the Transfer, press the Transfer button or soft key



FEATURE	NAVIGATION BLOCK / Button Options
<p>TRANSFER (cont.)</p>	<p><u>If the party does not answer or does not wish to accept transfer</u></p> <ul style="list-style-type: none"> Press the Drop & Return soft key. This will disconnect the current connection and return to the held call. <p><u>UNANNOUNCED TRANSFER</u></p> <ul style="list-style-type: none"> During a call, press the Blind Transfer soft key Dial the desired number and press the Start Transfer soft key (or OK) - The call is immediately transferred!
<p>CONSULT</p> <p>To place your current call on SOFT HOLD and make a second call</p>	<ul style="list-style-type: none"> During a call, press the Consult soft key (current call is placed on hold) Dial the desired number and press the Dial soft key (or OK) <p><u>If the party does not answer or you are finished with the call</u></p> <ul style="list-style-type: none"> Press the Drop & Return soft key. This will disconnect the current connection and return to the held call. To TOGGLE between the two parties, press the Alternate soft key
<p>CONFERENCE</p> <p>To join up to 10 parties together on a telephone call</p>	<ul style="list-style-type: none"> During a call, press the Conference button Dial desired telephone number and press the Dial soft key (or OK) Once party answers, press the Conference button to join all parties <p>NOTE: If an additional party does not answer or wish to join the conference, select the Drop & Return soft key</p>
<p>RINGER OFF / ON</p> <p>To disable / enable the RINGER but allow incoming calls</p>  <p>A BELL ICON with a slash through it will appear along the top of the telephone display (to the right of the time) indicating the ringer has been disabled.</p>	<p><u>To DEACTIVATE the telephone ringer</u></p> <ul style="list-style-type: none"> Press the Ringer Off soft key OR Press and hold the ASTERISK * key located on the keypad for 2 seconds <p><u>To ACTIVATE the telephone ringer</u></p> <ul style="list-style-type: none"> Press the Ringer On soft key OR Press and hold the ASTERISK * key for 2 seconds
<p>BEEP TONE ON / OFF</p> <p>To enable / disable the BEEP TONE instead of ringer for inbound calls</p>  <p>A BELL ICON with a musical note will appear in the telephone display (to the right of the time) indicating the BEEP TONE has been activated.</p>	<p><u>To ACTIVATE the BEEP TONE</u></p> <ul style="list-style-type: none"> Press and hold the ASTERISK * key located on the keypad for 3 seconds (ICON will change from Ringer OFF to Beep Tone ON) <p><u>To DEACTIVATE the BEEP TONE</u></p> <ul style="list-style-type: none"> Press and hold the ASTERISK * key located on the keypad for 3 seconds (ICON will disappear)
<p>CALL WAITING (non-keysets only)</p> <p>Allows NON KEYSET users to answer a second inbound call while currently on an active call</p> <p>NOTE: The four indicators presented during an inbound call for Call Waiting are: Triple-beep Tone, Alert Bar Flash, Caller ID of inbound caller and the option to Accept or Deflect</p>	<ul style="list-style-type: none"> During a call, if a second call is presented to the telephone, press the Accept soft key (If call is not accepted, it will forward to voicemail) The first call is automatically placed on HOLD and you are immediately connected to the second caller. To Alternate between the callers, press the Alternate soft key To Conference calls together, press the Conference button To Drop the current party and return to held call, press the Drop & Return soft key (may be located under the MORE soft key options)
<p>DIRECTED PICKUP</p> <p>Allows user to answer another ringing telephone</p>	<p><u>STATION PICKUP</u></p> <ul style="list-style-type: none"> Lift Receiver and select the Directed Pickup soft key Enter the 5-digit extension number of the ringing telephone Press the OK soft key You are connected to the caller!
<p>FORWARD</p> <p>To temporarily redirect your calls to another number</p> <p>NOTE: Once a forwarding target has been set, it is saved in the system. To continue using the same target, simply press the Forward button to activate/deactivate forwarding.</p>	<p><u>To Activate Call Forwarding</u></p> <ul style="list-style-type: none"> Press the Forward button Press the Enter Dest soft key Dial the destination number and press Set Forwarding soft key <p>The FORWARD icon along with the target will appear in the top left corner of the telephone display and the Forward button will illuminate when active.</p> <p><u>To Cancel Call Forwarding</u></p> <ul style="list-style-type: none"> Press the illuminated FORWARD button



FEATURE	NAVIGATION BLOCK / Button Options
<p>DO NOT DISTURB (DND)</p> <p><i>Disables ringer and redirects inbound caller to voicemail (if programmed)</i></p> 	<p>To ACTIVATE DND</p> <ul style="list-style-type: none"> Press the DND On soft key <i>(DND icon will display with hand and red circle when activated)</i> <p>To CANCEL DND</p> <ul style="list-style-type: none"> Press the DND Off soft key
<p>CALL LOG/LIST</p>  <p><i>The Call Log icon will appear in the telephone display AND the Call Log button will illuminate SOLID if you have a missed call(s). Once the list is viewed, the indicators will deactivate.</i></p> <p><i>Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.</i></p> <p><i>Multiple calls from the same number are only listed once. The amount of call attempts are logged in the "Details" soft key option.</i></p>	<p>To CLEAR and / or VIEW your Call Log / List</p> <ul style="list-style-type: none"> From an Idle Menu, press the Call Log button Press the Call Log button to switch between the following tabs: MISSED, DIALED, RECEIVED or FORWARDED Scroll  and highlight a name from the list Press the desired soft key (Dial, Details, Delete) Press the PHONE button to return to the HOME Telephone Mode <p>NOTE: To clear all numbers from the list, select the MORE soft key and select DELETE ALL.</p>
<p>SHIFT</p> <p><i>Provides access to the "shifted" side of a programmable button</i></p> <p>TIP: Each Programmable button has two sides: NORMAL and SHIFTED; which allows each button to contain two features accessible to the user.</p>	<ul style="list-style-type: none"> Press the SHIFT button (<i>LED will illuminate</i>) Press the desired programmed button
<p>PERSONAL DIRECTORY</p> <p><i>To access / create your Personal Directory of telephone numbers</i></p>	<ul style="list-style-type: none"> Press the DIRECTORY button (<i>repeat to toggle between tabs</i>) <p>Personal Directory</p> <ul style="list-style-type: none"> Press the New contact soft key to add a user Press the Groups soft key to create / manage contact groups <p>Corporate Directory (may not be applicable)</p> <ul style="list-style-type: none"> Select the Advanced Find soft key to search by name Select the Qualifier soft key to filter search <p>NOTE: Use the  Nav button to back up / return to previous screen</p> <ul style="list-style-type: none"> Press the PHONE button to return to the HOME Telephone Mode
<p>PROGRAMMING A FEATURE OR SPEED DIAL BUTTON ON THE TELEPHONE</p> <p><i>Programmable Buttons are available for the user to create 1-touch speed dial buttons or customized features.</i></p> <p>NOTE: If a 1-touch speed dial number is desired in a programmable button, choose Selected Dialing as the feature option in the Normal or Shifted field.</p> <p>TIP: User may program a Deflect button on a sensor key with the Xpressions Transfer Access Number in the Settings field. This will forward an inbound call directly to voicemail when pressed.</p>	<ul style="list-style-type: none"> Press and hold the Programmable button you wish to change Press the OK soft key Highlight the field corresponding to the side of the button you wish to program (Normal or Shifted) - Hint: Scroll  DOWN for Shifted Once highlighted, press the Edit soft key (<i>or OK on the Navigation Block</i>) <p>NOTE: You may also select the Cancel soft key at this time.</p> <ul style="list-style-type: none"> Scroll  through the list of available features and highlight your selection Press the Select soft key (<i>or OK</i>) to confirm selection Scroll  DOWN to Label and press the Select soft key (<i>or OK</i>) LABEL the button using the letters on the keypad and the  Nav button to delete characters. Hint: the soft key Abc → abc will change the letter size, numbers, etc. (<i>or press the # sign</i>) Press the Done soft key (<i>or OK</i>) when label is complete Scroll  DOWN to Settings and press the Edit soft key (<i>or OK</i>) Type number to speed dial and press the Done soft key (<i>or OK</i>) when complete Press the Save & Exit soft key (<i>services button will be illuminated</i>) Press the PHONE button to return to the HOME Telephone Mode
<p>AUDIO SETTINGS  (select = press the appropriate soft key or the OK option on Navigation Block)</p>	<ul style="list-style-type: none"> Press the SERVICES Button Select USER menu (<i>if required, dial the password 123456 and press OK</i>) Scroll  to and select Audio Scroll  to and select Settings Scroll  to and select Ringer = select from Pattern or wav files If Pattern is selected for the Ringer Type, scroll  to and select Melody; Select a Ring tone 1 thru 8 Select Save & Exit & press the PHONE button to return to the HOME Telephone Mode

