



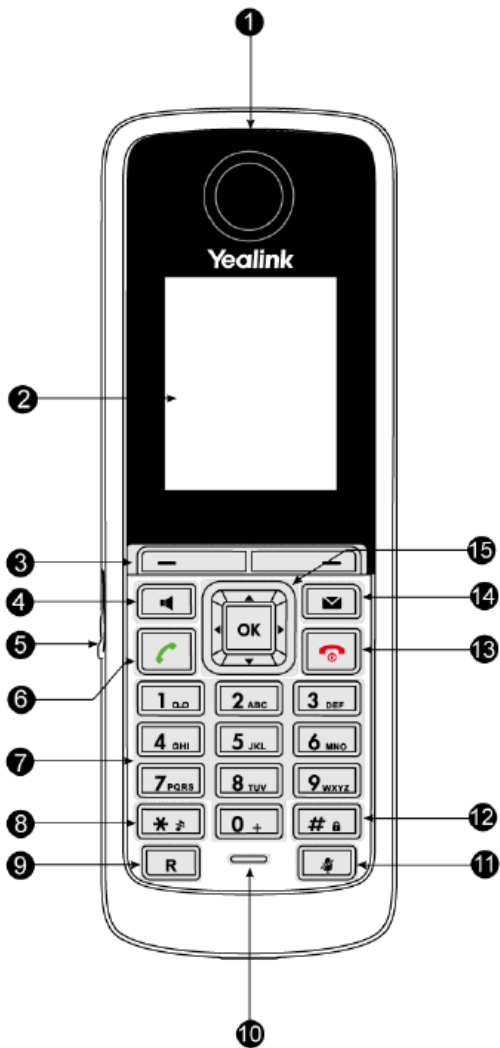
We push  
**Communication**  
beyond the dial tone



# Wireless Handset Guide
















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## Become familiar with your handset:



	Item	Description
①	Earpiece	Outputs audio during the earpiece call.
②	LCD Screen	Shows call information, handset status icons, prompt messages and so on.
③	Soft Keys	Label automatically to identify their context-sensitive features.
④	Speakerphone Key	Switches between the earpiece and speakerphone modes. Answers an incoming call.
⑤	Headset Connector	Connects a headset.
⑥	Off-hook Key	Answers an incoming call. Enters into the redial call list. Places a call.
⑦	Keypad	Provides digits, letters and special characters in context-sensitive applications.
⑧	Star Key	Enters the star symbol. Switches the silent mode on or off.
⑨	Redirect Key	Transfers a call to another party.
⑩	Microphone	Picks up audio during earpiece and hands-free calls.
⑪	Mute Key	Toggles Mute feature on or off.
⑫	Pound Key	Enters the pound symbol. Locks or unlocks the handset keypad. Switches the input method.
⑬	On-hook Key/Power key	Long presses in the menu mode to return to the idle screen. Long presses to turn the handset on or off when the handset is idle. Cancels actions or ends a call. Rejects an incoming call.
⑭	Message Key	Indicates a new receiving voice mail or a missed call. Accesses the voice mail or the missed call list.
⑮		Scroll through the displaying information. Move the cursor. Adjust the ringer volume. Act as shortcuts.
		Confirms actions or enters into the main menu.

**Become familiar with the ICONS that may appear in your LCD display:**

Icon	Description
	Anonymous Call
	Anonymous Call Rejection
	Missed Call
	Voice Mail
	Keypad Lock
	Silent Mode
	Do Not Disturb
	Call Forward
	Call Hold
	Call Mute
	Unassigned Outgoing Line
	Unusable Line
	Loudspeaker On
	Headset Mode On
	Shared Call Appearance

## To use your wireless handset:

### Basic Call Functions -

- **Turning the Handset On/Off**
  - To turn the handset ON, press and hold the **red** power key until the LCD screen lights up.
  - Place the handset in the charger cradle.
  - To turn the handset OFF, press and hold the **red** power key until it powers down.
- **Making a Call**
  - Press the **green** handset button, the speaker button, or the OK button to initiate a call.
  - Dial your number (*10-digits for local call; 1+10-digits for long distance call*) and press the OK button or the Dial soft key to dial out.
- **Answering a Call**
  - If your phone is ringing you have two or three options:
    - Press the **green** handset button or the Accept soft key **to answer with the handset**.
    - Press the speaker button **to answer using the speakerphone** function.
    - With a headset connected, use the Accept soft key **to answer with a headset**.
- **Ending a Call**
  - When you're finished with your call, press the **red** power button (do NOT press and hold it).
  - Place the handset in the charger cradle.
- **Transferring a Call**
  - With a caller on the line press the OPTIONS soft key and do a Blind Transfer or an Attended Transfer:
    - Select the **Blind Transfer** option to transfer the caller without consulting prior to completing the transfer.
      - Dial the extension number to whom you are transferring the caller.
      - Press the TRANSFER soft key.
    - OR... Select the TRANSFER soft key to do an **Attended Transfer**.
      - Dial the extension number to whom you are transferring the caller.
      - Press OK
      - Consult.
      - Press the TRANSFER soft key to complete the transfer.
    - The LCD screen will show "Call Transferred" after the completion of either of these options.

**(NOTE: Calls may also be transferred to an outside telephone number. Instead of dialing the 4-digit extension number, dial the 10-digit telephone number for a local call or 1+10 digits for long distance.)**

### Voicemail

#### 1. Setting Up Voicemail and/or Changing your greeting:

- a. Lift your handset and press the "\*" key followed by your extension number.
- b. When prompted, enter your passcode and follow the prompts.

The first time you access your voicemail, your passcode will be your **4-digit extension number**. You will also be prompted through a brief tutorial in which you will be asked to do 3 things:

1. Change your passcode to another 4-digit number (DO NOT use your extension number)
2. Record your name
3. Record your primary greeting

Sample Primary Greeting: "Hello. This is (your name). I'm unable to take your call at this time. Please leave your name, telephone number and message after the tone. I'll return you call as soon as possible. If you require immediate assistance, press 0. Thank you!"

## 2. Checking messages from your phone:

- a. Press the flashing message button.
- b. When prompted, enter your passcode and follow the prompts.

*(Be sure you have changed your passcode during the tutorial to something other than your 4-digit extension number. If you do not, your tutorial will play each time you access your voicemail.)*

## 3. Checking messages from off site: *(The auto attendant must be answering to retrieve message from outside your building.)*

- a. Dial your office number.
- b. When the auto attendant answers, press the "#" key followed by your mailbox number.
- c. When prompted, enter your passcode and follow the prompts.

**(NOTE: There appears to be no limit to the number of messages that a mailbox can store.)**

### **Additional Call Functions -**

- **Redialing the LAST Number You Dialed**
  - Press the **green** handset button twice.
  - This will place the call to the last number you dialed.
- **Redialing a PREVIOUSLY Dialed Number**
  - Press the **green** handset button ONCE.
  - Using the up and down arrow keys, scroll to the number you wish to dial.
  - With the desired number highlighted, press the **green** handset button to complete the process.
- **Adjusting the Ringer Volume**
  - With the handset idle, press the left or right arrow keys.
    - Pressing the left arrow key DECREASES the volume.
    - Pressing the right arrow key INCREASES the volume.
- **Muting a Call**
  - While on an active call, press the mute button. The MUTE icon will display in your LCD screen.
  - Press the MUTE icon a second time to unmute the call.
- **Placing a Call On Hold/Retrieving the Held Call**
  - With the caller on the line, press the OPTIONS soft key and select Hold.
  - To resume the call press the RESUME soft key or the speaker key or the **green** handset key.
- **Do Not Disturb**
  - Press OK to enter the main menu.
  - Select the Do Not Disturb icon.
  - Press the right or left arrow key to enable DND.
  - Press OK to accept the changes.
- **Call History**
  - With the handset idle, press the HISTORY soft key
  - Choose the type of call you'd like to check by using the up and down arrow keys:
    - All Calls
    - Outgoing Calls
    - Missed Calls
    - Accepted Calls
  - Press the OK button to make your selection.
  - Again, use the up and down arrow keys to scroll through the list of calls.
  - Press the VIEW soft key to see detailed information about the highlighted call.
  - You can call the number displayed by pressing the **green** call button.
  - You can delete the number displayed by pressing the OPTIONS soft key and selecting Delete.