





## Basic Operations

### Turning Handset On/Off



To turn the handset on, do one of the following:

- Long press  until the LCD screen lights up.
- Place the handset in the charger cradle. The handset will be turned on automatically.



To turn the handset off:

Long press  again to turn the handset off.

### Locking/Unlocking Keypad

- Long press  to lock the keypad.
- Long press  again to unlock the keypad.

### Switching Silent Mode On/Off

- Long press  to switch the silent mode on.
- Long press  again to switch the silent mode off.





## Handset Settings

### Handset Name





To rename the handset:

1. Press the **OK** key to enter the main menu, and select **Settings->Handset Name**.
2. Edit the current value in the **Rename** field.
3. Press the **Save** soft key to accept the change.

### Volume Adjustment

- Press  or  during a call to adjust the volume of the currently used audio device.
- Press  or  when the handset is idle to adjust the ringer volume.

### Ring Tones



1. Press the **OK** key to enter the main menu, and select **Settings->Audio->Ring Tones->Melodies**.
2. Press  or  to highlight the **Intercom Call** option or the desired line.
3. Press  or  to select the desired ring tone.
4. Press the **Save** soft key to accept the change.

### Local Directory

To add a contact:



1. Press the **OK** key to enter the main menu, and select **Directory**.
2. Press the **Options** soft key, and select **New Contact**.
3. Enter the desired values in the **Name**, **Number** and **Mobile** fields.
4. Press the **Save** soft key to accept the change.

To edit a contact:







1. Press the **OK** key to enter the main menu, and select **Directory**.
2. Press  or  to highlight the desired entry.

3. Press the **Options** soft key, and select **Edit**.
4. Edit the values in the **Name**, **Number** and **Mobile** fields.
5. Press the **Save** soft key to accept the change.

To delete a contact:

1. Press the **OK** key to enter the main menu, and select **Directory**.
2. Press  or  to highlight the desired entry.
3. Press the **Options** soft key, and select **Delete** to delete the selected entry.


To assign a speed dial number:

1. Press the **OK** key to enter the main menu, and select **Settings->Telephony->Speed Dial**.
2. Press  or  to highlight the desired speed dial key, and press the **Assign** soft key.
3. Press  or  to highlight the desired entry, and press the **OK** soft key.  
If both the office number and mobile number are stored, press  or  to highlight the desired number, and press the **OK** soft key again.








## Basic Call Features

### Placing Calls




To place a call directly:

Enter the desired number when the handset is idle, and press .





To place a call from the local directory:

1. Press  when the handset is idle.
2. Press  or  to highlight the desired entry, and press .  
If both the office number and mobile number are stored, press  or  to highlight the desired number, and press  again.

To place a call from the call history:

1. Press the **History** soft key, and select the desired call history list.
2. Press  or  to highlight the desired entry, and press .

To place a call from the redial number list:

1. Press  when the handset is idle.
2. Press  or  to highlight the desired entry, and press .


To place a call using the speed dial key:

Long press the speed dial key to place a call to the number assigned to it.

### Answering Calls

To answer a call, do one of the following:

- Press the **Accept** soft key.
- Press .
- Press .

**Note:** You can ignore an incoming call by pressing the **Silence** soft key or reject an incoming call by pressing .

### Ending Calls

- Press .