Handpiece

Reception Level — 10:39 Thur. Mar 26 — Battery Level

Base

Paging Button

Ext 205 — Extension Number

History | Line — Soft key Options

Soft key Selectors

Speakerphone Toggle — Voicemail & Missed Calls

Registration LED

Network LED — Menu Navigation & Selector

Power LED — OK

End Call

Answer / Start Call

Number Keypad

Silent Mode Toggle (long press) — Keypad Lock Toggle (long press)

Transfer Call — Mute Call

Charging Cradle

Making Calls

Dial the number you wish to call and press the Start Call button.

Ending Calls

Press the End Call button.

Transferring Calls

1. Press the Call Transfer (TRAN) button
2. Dial the extension/number of the intended recipient.
3. Press the Call Transfer (TRAN) button.

Note: Calling charges will apply for calls transferred to external destinations.

Checking Voicemail

From any internal phone: Dial *97 or press the Voicemail button, enter your extension (mailbox) number, and then your PIN (password).

From an external phone: Call your phone until your voicemail answers. Press * once your message starts playing. Then enter your PIN (password) when prompted.

Note:
The first time you access your voicemail you will be asked to record a message and specify a PIN (Password).

Until a voicemail PIN (Password) has been set you can only access voicemail from your own phone.

Basic Operations

Mute - A toggle button to enable and disable mute. When enabled, the other caller cannot hear you.

Hold - Press the Options soft key and select Hold. Press the Resume soft key to take a call off hold.

Redial - Press the Start Call button to display the last 20 dialed numbers. Highlight the desired number and press the Start Call button.

Call Waiting - Press the down arrow to select the incoming call and press the Answer button to answer.

Speakerphone - While in a call use the Speakerphone Toggle button to toggle speakerphone on or off.

Volume - Adjust the handset volume by using the left/right Menu Navigation (arrow) buttons.

Silent Mode - Long press the Silent Mode Toggle button to stop the handset from ringing. Incoming calls will still show on the display and can be answered as normal. Perform the same to take the handset off silent mode.

Keypad Lock - Lock the keypad by holding down the Keypad Lock Toggle button until a padlock icon appears on the screen. Perform the same to remove the keypad lock.

Do Not Disturb (DND) - using the Menu Navigation & Selector buttons select **Menu → Call Features → Do Not Disturb → Enabled → Save**

Repeat the process but select **Disabled** to toggle DND off.

Volume Control

Adjust the volume during a call by using the left/right Menu Navigation (arrow) buttons.

Adjust the handset ring volume by using the left/right Menu Navigation (arrow) buttons while the phone is idle.

Call History

Press the History soft key to bring up the call history.

Use the left/right arrow buttons to switch between All, Missed, Outbound, and Inbound Calls.

Use the arrow buttons to highlight the number in the current list and either press OK for more info or the 'Dial' Context Sensitive Option Selector Key to call the highlighted number.

Changing The Handset Ringtone

1. Press the OK button to enter the menu.

   Using the Menu Navigation (arrow) & Selector Keys:

   a) Select **Settings → Audio → Ring Tones → Melodies**
   b) Use the left/right arrow buttons to change the ringtone.
   c) Highlight the line that starts with 'user' e.g. user_123456
   d) Press the Save soft key selector to set the selected ringtone.

Locating a Handset

Press the Paging Button on the Base to page all registered handsets to help you locate a misplaced handset. Press the Paging Button again, or any key on any handset to stop the paging process.

Additional Help

For more information on using your phone please visit **www.dialplan.co.nz**
For support with system configurations or problems please call **0800 342 575**