

TO MAKE A CALL

- Lift Handset or press the **Speaker/Headset button** (9)
- Dial number (press 0 for external calls).

REDIAL LAST NUMBER

- Press the **Redial** soft key.

CALL HOLD

- From an existing conversation, press the **Hold button** (6)
- Press **Hold** to get the caller back from hold.
- If there are multiple calls on hold, scroll to the desired line before pressing the **Resume** soft key.

TO TRANSFER A CALL

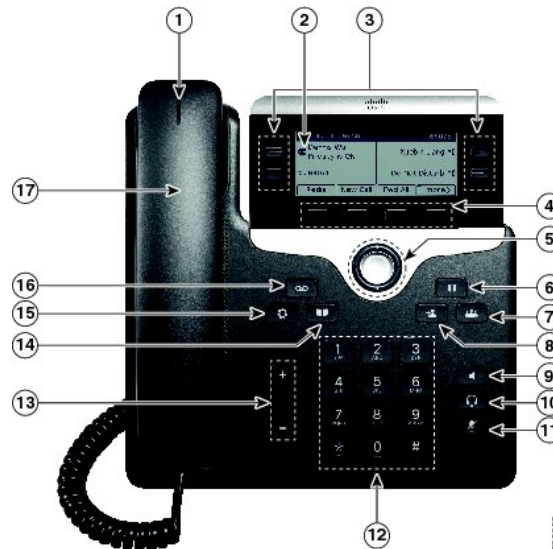
- During a call, press the **Transfer button** (8)
- Dial the number
- Press **Transfer** to complete the transfer

OR

- If the person you attempt to transfer the call to is not available, press the **Cancel** soft key and the **Resume** soft key to return to the original caller.

CALL FORWARD (DIVERSION)

- When your phone is idle, press the **Forward All soft key**.
- Enter the number (including 0 if it is an external number), OR press the **Voicemail button** (16) for sending calls directly to Voicemail
- To undivert, press **Forward All**.



Features & Functions

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CONFERENCE (up to 8 Participants)

- While a call is in progress, press the **Conference button** (7) and call the next party
- Press **Conference** to connect the parties
- Repeat the above steps to add additional parties
- If the person you attempt to bring into the conference is not available, press **Cancel** soft key and then the **Resume** soft key to return to the conference call.

CALL PICK-UP GROUP

When a phone is ringing within your group:

- Lift the handset or press **Speaker/Headset button**;
- Press the **PickUp soft key**
- You will be connected.

VIEW MISSED CALLS

- Press the **Missed Calls soft key**.

VOLUME CONTROL

- With your phone idle, press the **volume** button to hear the current ring volume
- With the phone off-hook, press the volume button to change the handset or speaker volume.

1. Voicemail indicator light

The handset indicator light will flash red when the phone is ringing.

If the red light is flashing when not on a call, this indicates that there is a voicemail.

2. Phone screen

Touchscreen: The display provides access to some functionality via a touch screen display.

3. Line Buttons

Depending on configuration, programmable buttons provide access to:

- Phone lines and intercom lines (line buttons)
- Speed-dial numbers (speed-dial buttons).

4. Soft keys

Soft keys are touch screen buttons and can change depending on what you are currently doing with the phone e.g. in use, idle, in conference.

5. Navigation pad and select button

The Navigation pad allows you to scroll through menus, highlight items, and move within a text input field.

The select button (centre of the navigation pad) allows you to select a highlighted item.

6. Hold

Places a call on hold.

7. Conference

Allows the creation of a conference call with up to eight participants.

8. Transfer

Transfers a call to another party.

9. Speakerphone

Click speakerphone to initiate or pick-up a call hands-free by directing the audio through the phone speaker. To cancel the speakerphone, pick up the handset or press the release key to hang up.

10. Headset

Click headset to initiate or pick-up a call hands-free by directing the audio through the headset. To cancel the headset, pick up the handset or press the release key to hang up.

11. Mute

Press the mute button to turn the microphone on and off. It will be lit red when the microphone is muted.

12. Key pad

Allows you to dial phone numbers, enter letters, and choose menu items.

13. Volume

One a call: Adjusts the volume for the audio coming via the handset, speaker or headset.

Not in use: Adjusts the phone's ringing volume.

14. Address book

Select the address book to search and call from the Flinders Directory.

15. Settings

Use this to access phone preferences and call history.

16. Voicemail

Press to access your voicemails. The handset indicator light (18) will flash red when you have a voicemail waiting.