

















- 1** LCD (Liquid Crystal Display)
- 2** PAUSE: Used to insert a pause when storing a telephone number. This button is also used for programming this unit.
- 3** FWD/DND (Call Forwarding/Do Not Disturb): Used to set Call Forwarding or Do Not Disturb on your extension.
- 4** CONF (Conference): Used to establish a multiple party conversation.
- 5** INTERCOM: Used to make or receive intercom calls.
- 6** AUTO ANS (Auto Answer)/MUTE: Used to receive an incoming call in hands-free mode or mute the microphone/handset during a conversation.
- 7** AUTO DIAL/STORE: Used for System/Personal Speed Dialing or storing program changes.

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- ⑧ **TRANSFER:** Used to transfer a call to another party.
  - ⑨ **REDIAL:** Used to redial the last dialed number.
  - ⑩ **MESSAGE:** Used to leave a message waiting indication or call back the party who left the message waiting indication.
  - ⑪ **Headset Jack**
  - ⑫ **FLASH/RECALL:** Used to disconnect the current call and make another call without hanging up.
  - ⑬ **HOLD:** Used to place a call on hold.
  - ⑭ **SP-PHONE (Speakerphone):** Used for performing hands-free operations.
  - ⑮ **ENTER:** Used to assign the selected item.
  - ⑯ **Microphone:** Used for hands-free conversations.
  - ⑰ **Navigator Key:** Used to adjust the volume and the display contrast or select desired items.
  - ⑱ **CANCEL:** Used to cancel the selected item.
  - ⑲ **Flexible Buttons:** Used to seize a CO line or perform a feature that has been assigned to the key.
  - ⑳ **LCD Panel:** Can be adjusted to the desired angle.
  - ㉑ **Soft Buttons (S1-S4):** S1-S4 (located from left to right) are used to select the item displayed on the bottom line of the display.
  - ㉒ **Message/Ringer Lamp:** When you receive an intercom call, the lamp flashes green, and on an outside call, the lamp flashes red. When someone has left you a message, the lamp stays on red.






















<p><b>Speaker volume</b></p>	<p><i>While in a hands-free conversation</i></p>	
<p><b>Handset/Headset volume<sup>*1</sup></b></p>	<p><i>While using the handset or headset</i></p>	
<p><b>Ringer volume</b></p>	<p><i>While on-hook or receiving a call</i></p>	
<p>Press <b>Up</b> to increase or <b>Down</b> to decrease the volume.</p>		
<p><b>LCD Contrast</b></p>	<p><i>While on-hook</i></p> <p>PAUSE  → (0) (1) →  →  →  → PAUSE </p>	
<p><b>Ring Tone</b></p>	<p>PAUSE  → <math>\left( \begin{array}{c} \text{CO} \\ \text{OR} \\ \text{INTERCOM} \end{array} \right)</math> → <math>\left( \begin{array}{cc} (0) &amp; (1) \\   &amp;   \\ (3) &amp; (0) \end{array} \right)</math> → <math>\left( \begin{array}{c} \text{Navigation Pad} \\ \text{OR} \\ \text{AUTO DIAL} \\ \text{STORE} \end{array} \right)</math> → PAUSE </p> <p>Press 2 times.</p>	
<p><b>LCD Backlight</b></p>	<p><i>While on-hook</i></p> <p>PAUSE  → (0) (4) → <math>\left( \begin{array}{c} \text{Navigation Pad} \\ \text{OR} \\ \text{AUTO DIAL} \\ \text{STORE} \end{array} \right)</math> → <math>\left( \begin{array}{l} (0) \text{ Automatic} \\ (1) \text{ Always ON} \\ (2) \text{ Always OFF} \end{array} \right)</math></p> <p>→ <math>\left( \begin{array}{c} \text{Navigation Pad} \\ \text{OR} \\ \text{AUTO DIAL} \\ \text{STORE} \end{array} \right)</math> → PAUSE </p>	

<sup>\*1</sup> If you hear your own voice through the handset or headset, decrease the volume.

### Icon Meanings

 = Flexible button   
  = Off-hook   
  = On-hook  
 = Feature number   
  = Talk   
 C.  Tone = Confirmation Tone

### Making Calls

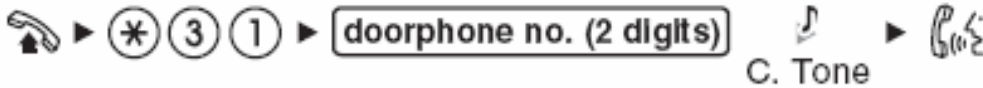
Calling	
<b>To an extension</b>  ► extension no. ► 	<b>To an outside party</b>  ►  (CO) ► outside phone no. ► 
Redial	
 ► REDIAL ► 	
Quick Dialing	
 ► quick dialing no. ► 	
One-touch Dialing	
<b>To store</b> PAUSE  ►  (CO) ► ② ► desired no.* (max. 32 digits) ► AUTO DIAL  STORE ► PAUSE  * Enter CO line access number before outside phone number.	
<b>To dial</b>  ►  (One-touch Dialing) assigned as a One-touch Dialing button ► 	
Personal Speed Dialing	
<b>To store</b>  ► * 3 0 ► personal speed dialing no. (2 digits) ► desired phone no.* (max. 32 digits) ► # C. Tone  * Enter CO line access number before outside phone number.	
<b>To dial</b>  ► AUTO DIAL  STORE ► * ► personal speed dialing no. (2 digits) ► 	

### System Speed Dialing

To dial



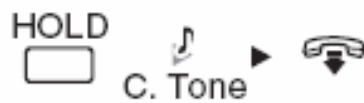
### Doorphone Call



### During a Conversation

#### Call Hold

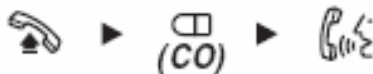
To hold



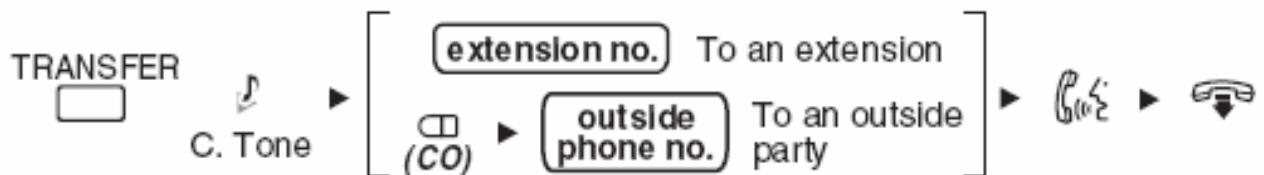
To retrieve a call at the holding extension



To retrieve an outside call from another extension



#### Call Transfer



### Useful Features

#### Multiple Party Conversation

To add other parties during a conversation (i.e., conference)

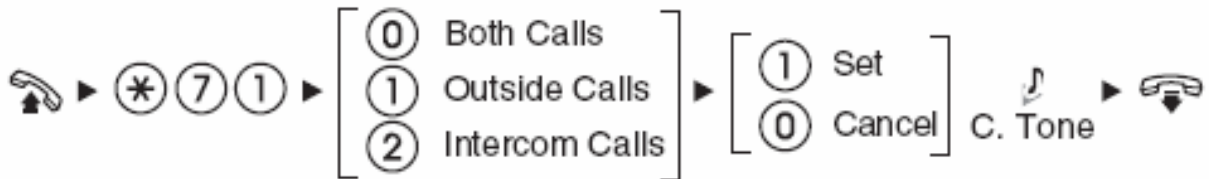


To leave a conference



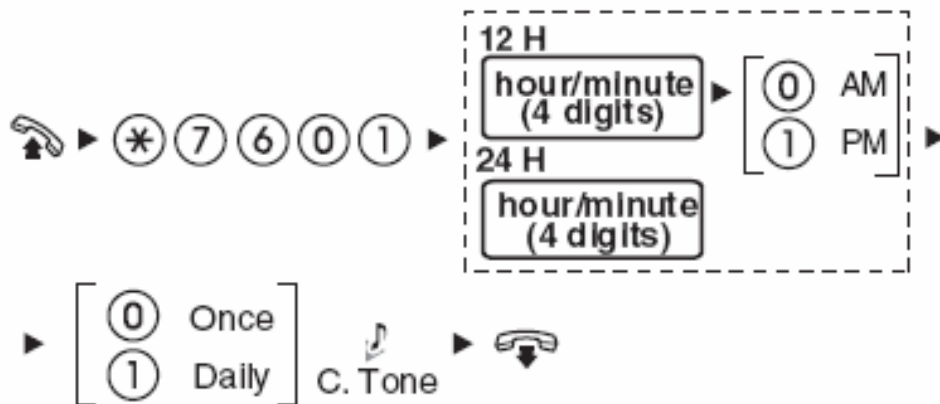
## Setting the Telephone According to Your Needs

### Do Not Disturb



### Timed Reminder

To set



To cancel

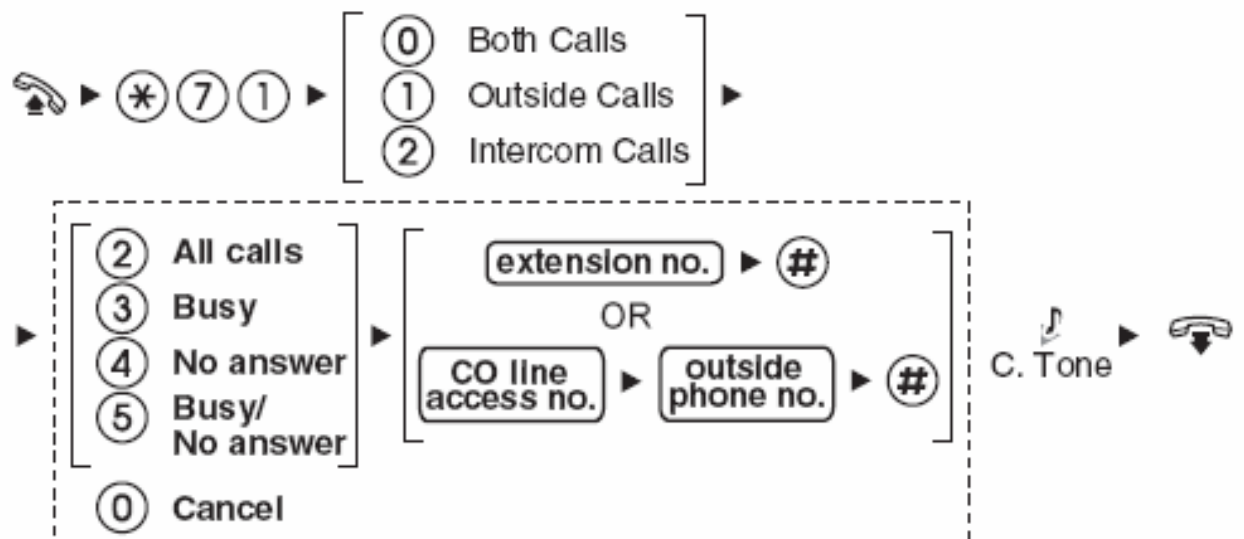


To stop or answer the ring back



## Before Leaving Your Desk

### Call Forwarding



## ***Accessing Features Using the Display***

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### **Using the LCD Display**

It is possible to access the following directories, logs, and menus by pressing left or right on the Navigator Key while this unit is idle:

- Incoming Call Log**
- Outgoing Call Log**
- Personal Speed Dialing Directory**
- System Speed Dialing Directory**
- Extension Number Directory**
- Feature Access**

### **Entering Characters**

You can enter alphabetic characters and digits using the dialing buttons. Pressing a dialing button repeatedly displays different characters, as shown in the following tables. While entering characters, you can move the cursor with the left and right Navigator keys and delete characters with the TRANSFER button. To toggle between Table 1 and Table 2, press the Soft button (S1) at any time while entering characters. For a list of available characters, refer to the next page.

Table 1 (Standard mode)

Times Buttons	1	2	3	4	5	6	7	8	9
①	!	?	"	1					
②	A	B	C	a	b	c	2		
③	D	E	F	d	e	f	3		
④	G	H	I	g	h	i	4		
⑤	J	K	L	j	k	l	5		
⑥	M	N	O	m	n	o	6		
⑦	P	Q	R	S	p	q	r	s	7
⑧	T	U	V	t	u	v	8		
⑨	W	X	Y	Z	w	x	y	z	9
⑩	(space)	.	,	'	:	;	0		
*	/	+	-	=	<	>	*		
#	\$	%	&	@	(	)	€	£	#

Table 2 (Option mode)

Times Buttons	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
①	!	?	"	ä	ö	ü	1								
②	A	B	C	a	b	c	À	Á	Â	Ã	Ä	Å	Æ	Ç	2
③	D	E	F	d	e	f	Ð	È	É	Ê	Ë	3			
④	G	H	I	g	h	i	Ì	Í	Î	Ï	4				
⑤	J	K	L	j	k	l	5								
⑥	M	N	O	m	n	o	Ñ	Ò	Ó	Ô	Õ	Ö	Ø	Œ	6
⑦	P	Q	R	S	p	q	r	s	Š	ß	7				
⑧	T	U	V	t	u	v	Ù	Ú	Û	Ü	8				
⑨	W	X	Y	Z	w	x	y	z	Ý	Ž	9				
⑩	(space)	.	,	'	:	;	0								
*	/	+	-	=	<	>	*								
#	\$	%	&	@	(	)	€	£	#						