

### Soft Keys

History – Access your call history Contact - Access the contact list DND – Sends calls directly to voicemail Menu – Brings you to your settings Dial – dials the number Backspace -backspaces one number while dialing End – Hangs up an active call Back - removes the partially dialed number and hangs up or goes back one screen depending on what you are doing with the phone

Hold – Places a call on Hold Resume - takes a call off hold status

Transfer – Transfers a call Conference - Initiates/completes a conference

Split - Splits a conference call apart Detail -retrieving details of the call who, phone number, date, how long the call lasted, what time the call happened Decline - Sends an incoming call to voicemail

Answer – Answer an incoming call Forward-enter in an extension to forward an incoming call to while ringing

## **Hard Keys**



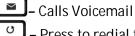
-Press this to transfer a call

I Press to place or remove a call from

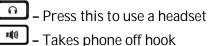




- Navigation keys
- ۵ ] - Brings you back to the default
- screen 5
  - Brings you back one screen level



- Press to redial the last person you
- called





— Mutes the calls so people can't hear



- Volume keys

## Adding a Headset

- Press Menu or
- Using the Navigation keys, Select Setting
- Select 2. Accessory
- Using the left or right navigation key, select headset
- Scroll down to 2. EHS Headset
- Using the left or right navigation key, select enabled

### **Programming a Button**

- Press an open button
- Choose the button number you want to program
- Choose the type of button:
  - None empty button 0
    - Park Parks a Call for you to 0 pick up elsewhere
    - Speed Dial creates a speed 0 dial for a phone number
  - o Call Forward allows you to forward to another user
  - Intercom Allows you to intercom a line
  - Record allows you to record 0 a call – goes to your voicemail
  - Line- shows an appearance for your extension
  - Twinning -allows you to ring multiple phones at a time such as a mobile device
  - DTMF- Dual Tone Multi  $\circ$ Frequency, send button key strokes
  - Shared Line Appearance 0 shared line ringing on multiple devices
- Enter a Name in the Label field
- Enter a number in the parameter field (if it shows ABC instead of numbers, press the ABC softkey until it displays 123)
- Press OK to Save

# LOFFLER