





### Your Phone

- ① Handset
- ② Base Station
- ③ Charger Cradle
- ④ Battery level indicator
- ⑤ Soft Key
- ⑥ On/Off Button
- ⑦ Lock/Unlock
- ⑧ Mute
- ⑨ Navigation Button

### Basic Operations

#### Turning Handset On/Off:

- Press , then the LCD screen lights up.
- Place the Handset in the charger cradle to turn on automatically.
- Long press  again to turn the Handset off.

#### Locking/Unlocking keypad:

- Long press  when the Handset is idle to lock the keypad.
- Long press  again to unlock the keypad.





#### Switching Silent Mode On/Off:

- Long press  when the Handset is idle to lock the keypad.
- Long press  again to unlock the keypad.



### Make a Call

Enter the desired number when the handset, then 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 then press .

### Answer a Call, do one of the following:

- Press the **Accept** soft key.
- Alternatively press ,  or .

### To end a Call

Press .

### Put a Call on Hold

1. Press the **Options** soft key during a call, and then select Hold.
2. To resume the call, press the **Resume** soft key.

### Access the Directory

- Press the  key to enter the main menu, and then select **Directory** OR
- When the Handset is idle press .

### Transfer a Call to Another Person

1. Press the **Options** soft key during call, and then select Transfer.
2. Enter the number you want to transfers the call to.
3. Press **Transfer** soft key.

### Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press **Speakerphone**  .

### Mute Your Audio

1. Press **Mute** key.
2. Press **Mute** again to turn mute off.

### Listen to Your Voice Messages

Press **Messages** keys and follow the voice prompts. To check messages for a specific line, press the line button first.

### Adjust the Volume in a Call

Whilst in call, press  or  .

### Adjust the Ringtone Volume

Press  or  , whilst in a call.

### Notes