


### Power On/Off, End Call/Function

Press Power/End key  to end call or function. Power on/off with long press Power/End key, press "Yes".

### Lock/Unlock Handset

Press Star key (★), press "Lock/Unlock" option shown on screen.

### Answer Call & Send

Press Send key .

### Make & Send Call

Dial number. Press Send key or "Call"  
**OR...** Use Call List to redial: Press Send key. Press "Call" to redial the selected number.

### Mute Ringer

Long press "Mute" button while handset is idle. Music note with line thru indicates muted handset. *Note: pressing "Mute" during call will mute your speech to the 2nd party.*

### Transfer (Blind)

After 2 handsets are connected press "R" (2nd party on hold). Dial number of 3rd party\* & hang up.

\* "R" then "1" returns 1st caller.

### Transfer (Announced)


After 2 handsets are connected, press "R" (2nd party on hold). Dial number of 3rd party \*, speak \* and then hang up.

\* "R" then "1" returns 1st caller.


### Call Waiting

During an active call, a beep indicates an incoming call. Press "R" then "1" to end active call and accept incoming call **OR...** Press "R" then "2" to keep both calls and toggle back and forth (no conference option). **DO NOT** press the End key, it can connect the two callers and end your connection to them. Press R1 to end active call.


### Loudspeaker

Press "Loudspeaker Icon  during a call.

### Send Text Messages

Press "Menu". Scroll to "Messaging   
"Select": Scroll to "Write New Message"  
"Select" & write message. Press "Send".  
Enter handset number. Press "Send". *Note: Space is 0 key. Press Star key to toggle between upper/lower case and digits.*

### Find Stored Text Messages

Press Up scroll arrow ( **OR...** Press "Menu". Scroll to "Messaging". Scroll to "Inbox" "Select".

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Handset typically configured to mimic wired desk phones e.g. 9 for outside line etc.