### Placing a Call
1. Lift the handset, press the Line key or \( \text{Line} \) key.
2. Dial the number from the keypad.

### Answering a call
Lift the handset for handset operation or press the Line key or \( \text{Line} \) key for hands-free operation.

### Ending a call
To end the call replace the handset or press \( \text{End} \).

### Redial
Press \( \text{Rdial} \) key twice to call the last dialed recently dialed number. Press the key once to access the list of recently dialed numbers, use \( \text{C} \) to scroll through.

### Call mute
Press \( \text{Mute} \) key to mute the handset, headset, or speakerphone.

### Advanced Call Handling

#### Call Hold and Resume
1. To put a call on hold, press \( \text{Hd} \) key when connected to the call.
2. To retrieve the call, press \( \text{Hd} \) key again or press the Line key where that call is being held.

#### Call Transfer
1. Press \( \text{Transfer} \) key – this places the current call on hold.
2. Dial the number of the person you want to transfer the call to.
3. To transfer the call before the other person answers, press \( \text{Transfer} \) key before the receiving end answers.
4. Or, wait until the person has answered before completing the transfer by pressing \( \text{Transfer} \) key again.

#### 3-Way Conference
1. During a regular call press \( \text{Conf} \) key.
2. Dial the person you want to join your call or press the Line key where the other person is being held.
3. Once this person has answered press \( \text{Conf} \) key again to establish the 3-way call.
Call Forwarding
Your phone supports different types of Call Forwarding: All, Busy, and No Answer. Your system can also support additional configuration options. Please check with your system administrator or the phone User Guide for additional details.

Ignoring a call
Press key during ringing without picking up the handset to send the incoming call directly to voicemail*.

Other features
Callers List
1. Press Keys. Press ▼ and ▲ to move through list.
2. To dial the displayed number just lift the Handset or press or any Line key.
3. Press Keys to cancel.

Speed Dialing
To create a speed dial
Press and hold a programmable key or keypad key, then enter contact’s Name and number.
Or press key and go to Preferences -> Speed Dial Edit.

To use the speed dial
To dial a contact assigned to speed dial, press the corresponding programmable key or press and hold the keypad key for 3 seconds.

To edit a speed dial
1. Press key and go to Preferences -> Speed Dial Edit.
2. Select the programmable key or keypad key where the speed dial is currently configured.

Voice Mail *
1. Press the Voice Mail* key that your System Administrator set up to access voicemail.
2. Press key to toggle the audio between speakerphone, handset and headset (where applicable).

Phone Lock/Unlock
Phone can be locked to prevent unauthorized use
1. Press key.
2. Select Phone Lock and press Enter.
3. Press ▲ to set the phone to lock.
4. “Phone is locked” is displayed on the screen.
Only numbers defined under the Emergency Dial Plan can be dialed while the phone is locked.

To unlock the phone
1. Press key.
2. Enter your User password (default: 22222) and press Enter.
3. The phone unlocks.

Customizing your Base Phone
Volume Adjustment
Press the keys to adjust handset, headset, and speakerphone volume during a call. Pressing these keys in idle adjusts the ringer volume.

To set the volume level for the Headset microphone:
1. Press key and select Preferences -> Set Audio -> Audio Mode -> Headset Mic Volume.
2. Use ▼▲ to select Low, Medium or High (Default: Medium).
3. Press Set.

Ring Tones
To select a different Ring Tone
1. Press key and select Preferences -> Tones -> Ring Tone.
2. Select the preferred ring tone (Tone 1 through Tone 5, or Silent).

Changing the User Password
Please contact your system administrator for instructions.

Additional Customization*
You can customize additional options using the phone Web Interface. Please contact your system administrator for instructions.

* Optional feature that must be configured by the system/service administrator. Particulars and menu options may vary. Feature may operate differently, please contact your system administrator for details.

For detailed information please check the phone User Guide located at www.aastrea.com
Cordless Handset

Getting started

Placing Calls from Cordless Handset
1. Press the 📞 key to obtain dial tone.
2. Dial the number using the keypad.

Answering a call
Lift the handset out of the charging cradle or press the 📞 key to answer.

Ending a call
Place the handset back on the charging cradle or press the 📞 key.

Redial
Press the 🔄 key to access the list of recently dialed numbers, use ▼▲ to scroll through and select the number to call.

Call mute
Press the Mute key to mute the handset. Press it again to disengage mute.

Advanced Call Handling

Call Hold and Resume
1. To put a call on hold, press the 📞 key when connected to the call.
2. To retrieve the call, press the 📞 key again.

Call Transfer
1. During the call press the 📞 key to access the Feature list*.
   Use ▼▲ to scroll through the options and select Transfer.
2. Dial the number of the person you want to transfer the call to.
3. To transfer the call before the other person answers, press the Transfer key before the receiving end answers.
4. Or, wait until the person has answered before completing the transfer by pressing Transfer key again.

Call transfer between Base phone and Cordless Handset
To transfer an active call from the base phone to the Cordless Handset:
1. On base phone, place active call on hold.
2. On the Cordless Handset, press the Line softkey where that call is being held.

To transfer an active call from the Cordless Handset to the base phone:
1. On the Cordless Handset, place call on hold.
2. On the base phone, press the Line key where that call is being held.
3-Way Conference
1. During a call press the press the [F] key to access the Feature list.
2. Use ▼▲ to scroll through the options and select Conference.
3. Dial the person you want to join your call.
4. Once this person has answered press the Conference key again to establish the 3-way call.

Call Forwarding
See call forwarding for the base phone.

Other features

Intercom
To intercom between the cordless handset and the base phone
1. Press the [F] key to access the Options List menu.
2. Using the ▼▲ arrow, select Icom.
3. Use the ▼▲ arrow Select the base or handset you wish to Intercom.
4. Press Call.

Note: Your System Administrator can configure outgoing Intercom calls. Contact your system administrator for more information.

Vibrate
To enable the vibrate function
1. Press the [F] key to access the Options List menu.
2. Using the up and down arrow, select Vibrate.
3. To enable, press the Change softkey. The display indicates “Vibrate On”.
4. Pressing the [F] key returns you to the main idle display.

Key Lock On or Off
To lock/unlock the phone keypad
Press the [F] key and then * from the idle screen.

Customizing your Cordless Handset

Programming Feature Keys*
Features keys can be customized using the phone Web Interface. Please contact your system administrator for instructions.

Volume
Use the volume key located on the side of the handset to adjust the receiver and ringer volume.

* Optional feature that must be configured by the system/service administrator. Particulars and menu options may vary. Feature may operate differently, please contact your system administrator for details.

For additional information please check the phone User Guide located at www.aastrea.com