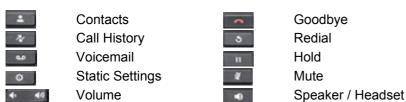


Telephone Operation Guide









1. GENERAL FEATURES

Function	Action
1. Internal Call	Extension No.
2. External Call	9 → Telephone No.
3. Redial Last Number	Tap Redial softkey or twice
4. Hold	
- To Hold	_ n
- To Retrieve	- Flashing Line
- To Retrieve Held Call at Other Extension	- # 33 → The held Extension No.
5. Transfer	Tap Transfer → Extension No. → Replace handset
6. Conference	Tap Add User → Extension No. or [9 & Telephone No.] → Tap Join Calls
7. Pick Up	
- Direct Pick Up	- #1 → Ringing Extension No.

2. OTHERS

Function	Action
8. Programmable Key	
- To Set	- Press and hold applicable programmable Key (for 0-5 seconds) → enter a label → Tap the Number field and enter a number → Tap Save
- To Access	- Programmed Key
9. Call Forwarding	
- To Set up Always Forward	- #61 → Extension No. → Tap End Call
- To Cancel Always Forward	- #61 → Tap End Call
- To Set up Busy	- #62 → Extension No. → Tap End Call
- To Cancel Busy	- #62 → Tap End Call
- To Set up No Answer	- #63 → Extension No. → Tap End Call
- To Cancel No Answer	- #63 → Tap End Call
- To Cancel All Forward Features	- #99 → Yes → End Call
10. Speaker / Ringing Volume	Press while phone is ringing or during conversation
11. Display Contrast	→ Tap Display → Adjust brightness level using
12. Ringing Pitch	→ Tap Audio → RingTones → select the ringtones for internal / external calls → Tap Save
13. Call History	
- To View	 - Press Call History → Type the call type → Swipe up and down to scroll through the call entries → Press the right arrow button to display call details / Tap Dial / tap Close to exit
14. IDD Call	
- To Manual Input IDD password	- Press #88 → "IDD_PASSWORD" → 9 + 0060 + Country Code + Area Code + Number + #
15. 24/7 Interactive Voice Mail Retrieval	 - Dial 669 / Outside the office dial 2159 9669 → - Followed by your mail box ID no. which is "your extension last 3 digits + #" - Followed by your password which is preset as "your extension last 3 digits + #", you could change to your own preferred password anytime

