



Log In to the handset (Hot desk)

- 4 Press the Hot Desk Line key.
- 4 Press the Login Line key.
Use the number pad to enter your extension number (e.g. 44567)
- 4 Press the OK line key.
Enter your unique passcode (sent via email)
- 4 Press the OK line key.



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| 1 Display | | Speaker |
| 2 Ring/Message Indicator | | Mute |
| 3 Volume, Speaker and Mute Controls | | Menu |
| 4 Fixed Function Keys | | Cancel |
| 5 Dial Pad | | Redial |
| 6 Navigation Page Keys | | Hold |
| 7 Programmable Feature/Line and Softkeys | | Transfer/Conference |
| 8 Speaker | | Message |
| 9 Handset | | |

Hint: If you press # this will then finish your entry and dial a number straight away

Important!

Your phone and voice mail use the same passcode!

When you first login to your phone please press the voice mail key or dial **58800** to change your passcode and set up your voice mail.

This is to ensure your phone and voice mail remain secure.

Make a Call

- 9 Lift the handset OR
- 3 Press
- 5 Dial the number OR
- 7 Press a **Speed Call** key OR
- 4 Press OR
- 5 Dial the prefix for external calls (e.g. 9) and the number

Answer a Call

- 9 Lift the handset OR
- 3 Press , and begin speaking.

End a Call

- 4 Press OR
- 9 Replace the handset.

Place a Call on Hold

- 4 Press . The line key flashes.
- 9 Replace the handset if necessary.

Retrieve a Call from Hold

- 9 Lift the handset OR
- 3 Press .
- 7 Press the flashing line key.

Retrieve a Message

- 4 Press . It flashes when a message is waiting.
Follow the voice mail prompts to retrieve your message.

Transfer a Call

- 4 Press .
- 5 Dial the number. Wait for an answer.
- 9 Hang up OR announce the transfer and then hang up. To retrieve the call press .

Conference a Call

- 4 Press .
- 5 Dial the number. Wait for an answer.
- 4 Press .

Program a Speed Call

- 4 Press **Menu** OR .
- Press **Settings**.
- Press **Programmable Keys**.
- Press the key you wish to program.
- Press **Speed Call**.
- Press **Edit Label** and enter the label for the Speed Call.
- Press **Save**.
- Press **Edit Number** and enter the phone number for the Speed Call.
- Press **Save**, and then press **Save** again.
- Press **Close** and then press **Close** again.

Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust handset or speaker volume while using the handset or speaker.

- 3 Press repeatedly to raise the volume OR repeatedly to lower the volume.
- 3 Press to mute your microphone.