

IP Keyphone

Placing a Call

- Dial an extension number
Or: Dial the external number required

Call Transfer

- While connected to an outside line, press **TRANSFER**
- Dial the desired extension number, (**700-899**)
- Hang up to complete call transfer
Or: Announce the call, then hang up to complete call transfer

External Call Transfer

- While connected to an outside line, press the **TRANSFER**
- Dial outside number
- Press **Send**

Call Pick-up

- Press **Pick Up Key or *88** to answer an unattended phone ringing
- Press **Send**

Using Speed Dial Numbers

- Press the **Directory** Soft Button then press 1 for all contacts or use soft button to search

Ring Type Mode

- Press **Menu** button Scroll to basic press 4 followed by 1, 2 or 3
- Press **Save** button

User Guide

Redial

- Press redial, scroll to appropriate number—press send

Voicemail

- Push voicemail key and follow prompts

Call Forward

- Press Menu scroll to the features
- Press 1 for call forward select options :
 - 1 always forward
 - 2: busy forward
 - 3: no answer forward
- Press 1 to enable call forward and 2 to enter phone number to forward to

To cancel a Call Forward

- Press Menu scroll to the features
- Press 1 for call forward select options :
 - 1 always forward
 - 2: busy forward
 - 3: no answer forward
- Press 1 to disable and 2 to delete number

Holding Calls

- Press hold button
To retrieve press flashing green light

Do Not Disturb (DND)

- Press Dnd on soft key

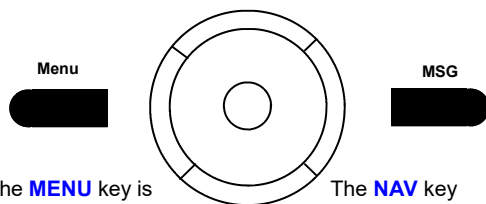


Flexible Keys

Program Flexible Buttons

- Press the MENU button
- Scroll to features
- Press 4 for DSS keys
- Press ok on desired flex key
- Change using navigation keys
- Press save

For further
assistance
contact our
help desk
06 357 0900



The **MENU** key is used edit phone settings

The **NAV** key



Trans/PGM The **TRANSFER** key is used to **TRANSFER** calls and **PROGRAM** system features on the keyset

Hold/Save The **TRANSFER** key is used to place calls on **HOLD**, it is also used to confirm the programming of features

Mute The **MUTE** key mutes the microphone so the other party cannot hear you

Speaker The **SPEAKER** key is used to activate the speaker on the phone for the hands free speaker-phone

DND The **DND** key puts your phone in Do not disturb mode so you will not receive any calls, also switches phone into Day/Night/Auto modes

Headset The **Headset** key lets you choose between Speaker / Headset modes

Vol ▲ The **Vol ▲** key increase the volume of Ring tone, hand piece and speaker

Vol ▼ The **Vol ▼** key decrease the volume of Ring tone, hand piece and speaker



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**User Guide
T19 Keyphone**