


# IP Keyphone

## Placing a Call

- Dial an outside number or internal extension Number.  
Press Green Handset 

## To end Call

Press Red hang up button .

## Call Transfer

- While connected to an outside line, press **Options / 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

## 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 options button, 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



For further  
assistance  
contact our  
help desk  
**06 3570900**

## Call Mute

Press  during a call to mute the call.  
Press again to un-mute the call.

## Rename Handset

Press OK key to enter the main menu, and select  
Settings  
Handset Name  
Edit the current value in the rename field  
Press the Save soft key to accept the change

## Volume Adjustment

Press up or down button during the call to adjust the  
volume of the currently used audio device.  
Press up or down button when handset is idle to adjust  
the ringer volume.

## Ring tones

Press the OK key to enter the main menu, and select  
Settings Audio Ring Tones Melodies

## Local Directory :

### To add a contact:

- 1 Press the OK key to enter the main menu, and  
select Directory.
- 2 Press the Options soft key, select New Contact.
3. Enter the desired values in the Name, Number  
and Mobile fields.
4. Press the **Save** soft key to accept the change.

### To edit a contact:

1. Press the OK key to enter the main menu, and  
select Directory.
2. Press up or down arrow to highlight the desired  
entry.



**For Service Call:**  
**06 3570900**  
**Fax**  
**063570901**  
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**info@telephonics.co.nz**  
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**www.telephonics.co.nz**



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**Cordless Keyphone**