

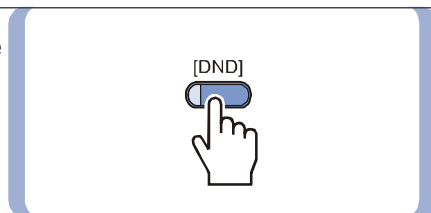
CONVENIENT FEATURES

1. Do Not Disturb

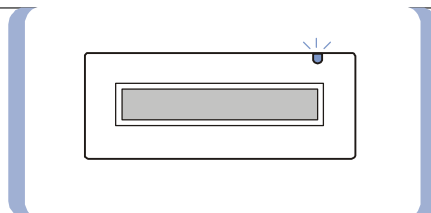
When Do Not Disturb is registered, you can block incoming calls to your IP phone yet still use the IP phone for outgoing calls.

■ Setting Do Not Disturb

1. Press the **[DND]** button or dial **[4] [0] [1]** while on-hook, or select **[DND]** from the LCD screen using the Scroll button and **[Other]** Soft button.



2. The status indicator and/or **[DND]** button LED flashes to inform you that the Do Not Disturb mode is set.

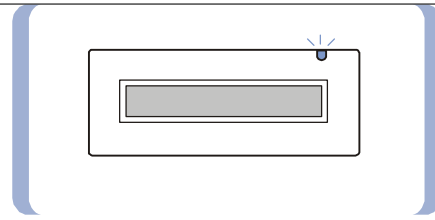


- When the IP phone is set in the Do Not Disturb mode, the IP phone status indicator (LED above the LCD) flashes indicating that the Do Not Disturb mode is set.
- If a Forward DND destination has been set, all incoming calls will be forwarded to that destination when DND is enabled.

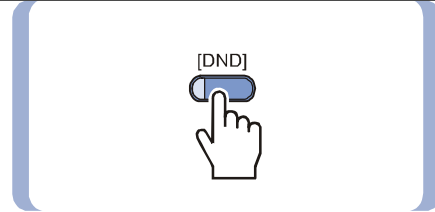
■ Cancelling Do Not Disturb

The procedure for cancelling the Do Not Disturb mode is described below.

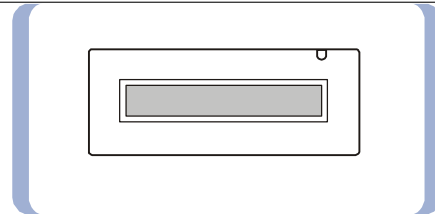
1. Check if the status indicator is flashing.



2. Press the **[DND]** button or dial **[4] [0] [0]**.



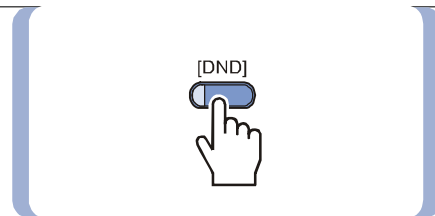
3. The status indicator goes off.



■ One Time DND

If you do not wish to be disturbed while you are on a call, press the **[DND]** button and set the station to Do Not Disturb. When you complete the call, the Do Not Disturb mode is automatically cancelled and new calls will be received.

A **[DND]** button is needed to use this feature.



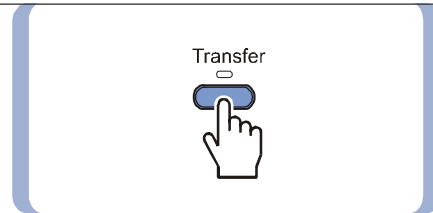
2. Call Forwarding

This section explains various call forwarding features available on your OfficeServ system.

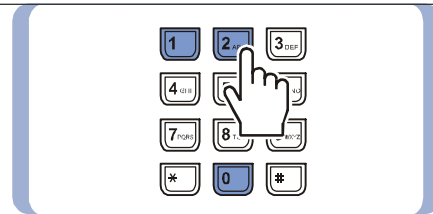
■ Call Forward Option

You can verify or change the Call Forward settings and the number specified for forwarding from the LCD screen of your IP phone. Enabling Call Forwarding can also be achieved using the dial buttons or the Forward Set Menu.

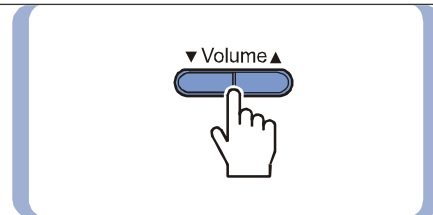
1. Press the **[Transfer]** button.



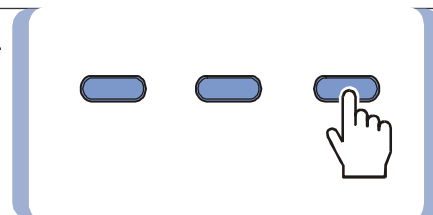
2. Dial **[1] [0] [2]**.



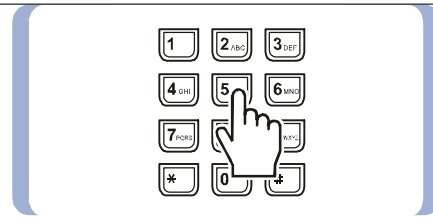
3. Select the Call Forward option by dialing from [0] to [5], or by using the **[▼Volume▲]** button.



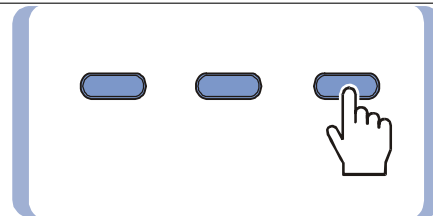
4. Press the right Soft button to move the cursor.



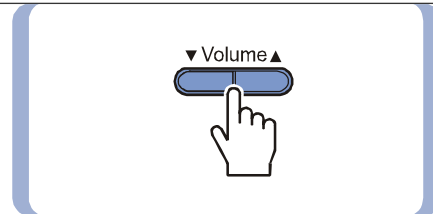
5. Dial the station, station group, or external number remembering to insert the trunk access code prior to the external number.



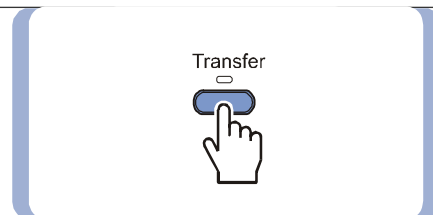
6. Press the right Soft button to move the cursor.



7. Dial [1] to enable call forwarding to the destination, or press the [▼Volume▲] button and select between [YES] or [NO].



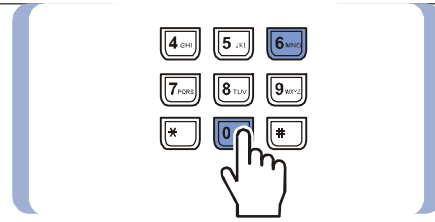
8. Press the [Transfer] button to save and exit.



■ Forwarding Calls

You can forward calls to another station, station group, or an external number.

Programming procedures for various types of forwarding calls are described in detail next. If your IP phone has the FWD ALL, FWD BUSY, and FWD NO ANSWER FWD



BUSY/NO ANSWER buttons, you can forward calls by pressing one of these buttons.

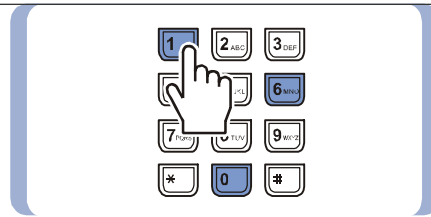
In this case, a red LED is lit on the button indicating which call forward option is enabled.

In order to cancel all forward call options, lift the handset and press **[6] [0] [0]**.

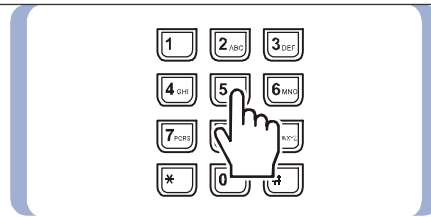
■ Forwarding All Calls

You can forward all your calls to another internal, station group or external number.

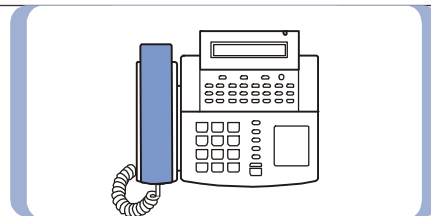
1. Dial **[6] [0] [1]**.



2. Dial the station number, group number, or external number. Remember to insert the trunk access code prior to entering the external number.



3. Hang up after the confirmation tone is received.

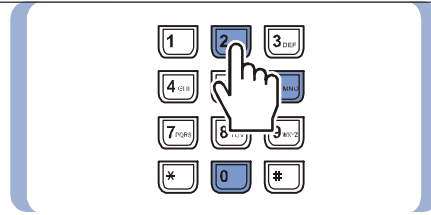


- The station receiving a forwarded call can transfer the call back to the forwarding station. This feature is very useful when you are expecting an important call and do not want to be disturbed.
- If you set your IP phone to Forward All Calls, and you do not have a **[FORWARD ALL]** button the **[Transfer]** button will light. This indicates that your IP phone is set to Forward All Calls.

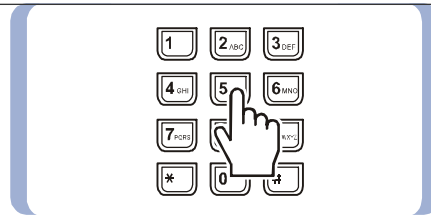
Forward Busy

When you are busy on a call, incoming calls can be forwarded to another station, station group or an external number.

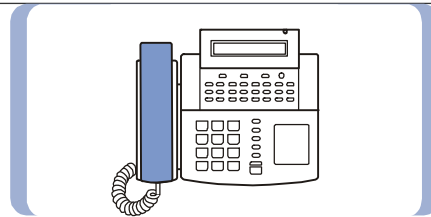
1. Dial **[6] [0] [2]**.



2. Dial the station number, group number, or external number. Remember to insert the trunk access code prior to entering the external number.



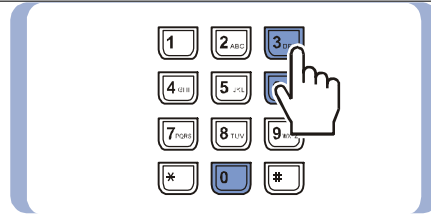
3. Hang up after the confirmation tone is received.



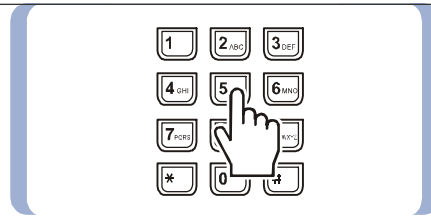
Forward No Answer

Calls can be forwarded when you are not available to answer the call.

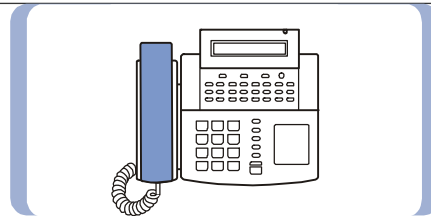
1. Dial [6] [0] [3].



2. Dial the station number, group number, or external number. Remember to insert the trunk access code prior to entering the external number.



3. Hang up after the confirmation tone is received.

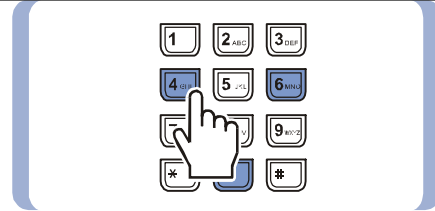


■ Forward Busy / No Answer

When the Forward Busy(FWD BUSY) and Forward No Answer(FWD NOANS) destinations are both set, you may enable both these options simultaneously.

When you are busy, calls will be transferred to the number specified in Forward Busy destination. If you do not answer, the calls will be forwarded to the Forward No Answer destination.

1. Dial **[6] [0] [4]**.



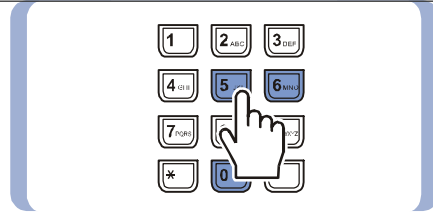
2. Hang up after the confirmation tone is received.



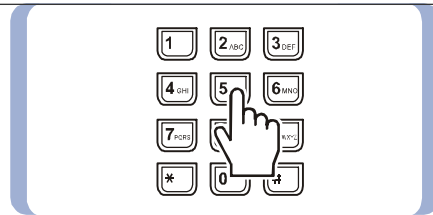
■ Forward When DND is Set

You can set a forward destination for those times you need to set Do Not Disturb.

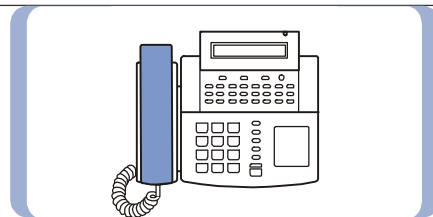
1. Dial **[6] [0] [5]**.



2. Dial the station number, group number, or external number. Remember to insert the trunk access code prior to entering the external number.



3. Hang up after the confirmation tone is received. When you enable DND on your IP Phone, all calls will be forwarded to the destination set above.

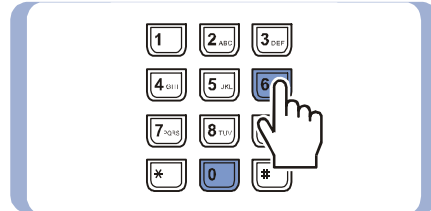


■ Forward Follow Me

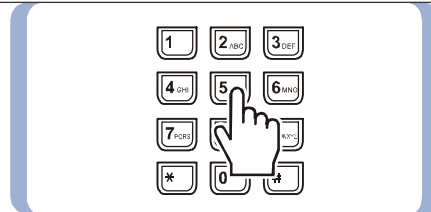
All incoming calls to your IP phone can be forwarded to the station you are currently using. In addition, you can arrange for calls to another station to be forwarded to your IP phone (Remote Forwarding).

To forward all calls to your IP phone to the station you are currently using :

1. Dial **[6] [0] [6]** at the station you are using.
'enter the station to follow from' is displayed.



2. Dial the station number of your IP Phone.



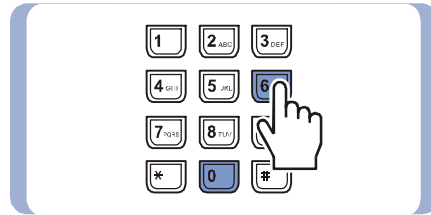
3. Hang up after the confirmation tone is received.



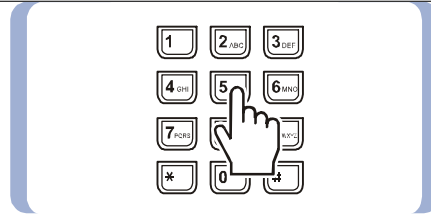
To forward calls from a specific station to your IP phone (Remote Forwarding) :

1. Dial **[6] [0] [6]**.

'enter the station to follow from' is displayed.



2. Dial the station number.



3. Hang up after the confirmation tone is received.



3. Paging and Messaging

This section explains how to use the OfficeServ paging and messaging functions.

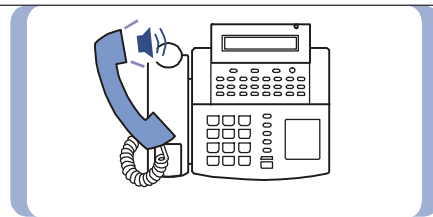


- You must use the IP Phone handset when paging.
- If you are a frequent user of paging you can have a dedicated page zone button as one of your programmable buttons, making it unnecessary to press the **[PAGE]** button followed by the zone number.

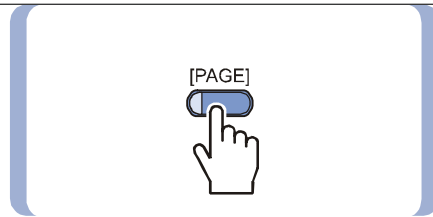
Internal Page

You can make a page announcement through the station speakers.
There are 5 internal zones 0-4.

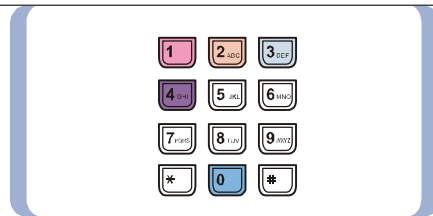
1. Pick up the handset and check for dial tone.



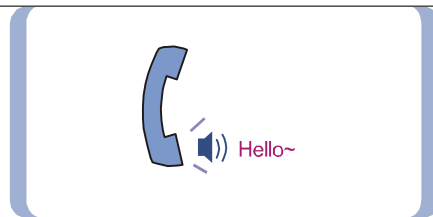
2. Press the **[PAGE]** button or dial **[5] [5]**, or select **[PAGE]** from the LCD screen by using the Scroll button and Soft buttons.



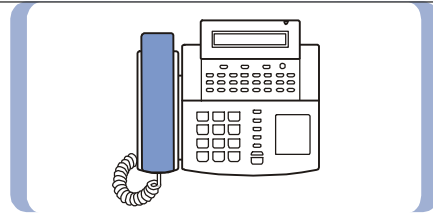
3. Select a zone number from **[0]**, **[1]**, **[2]**, **[3]**, and **[4]**.



4. Start your announcement after receiving confirmation tone.



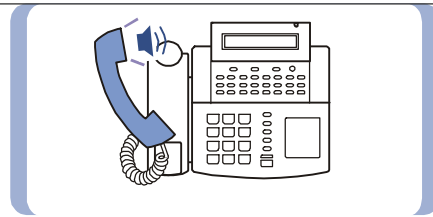
5. Hang up after paging.



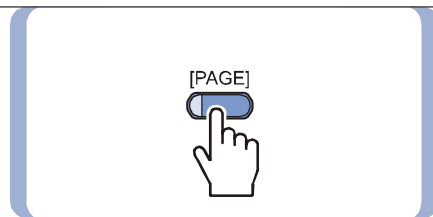
External Page

You can page externally through optional external speakers.
There are 4 external zones 5–8 and [9] for all external zones.

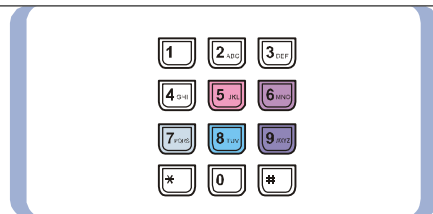
1. Pick up the handset and check for dial tone.



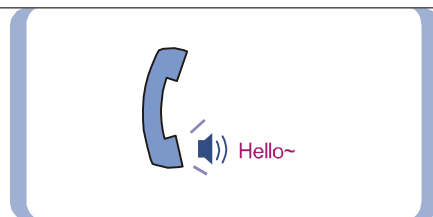
2. Press the **[PAGE]** button or **[5] [5]**, or select **[PAGE]** from the LCD screen by using the Scroll button and Soft buttons.



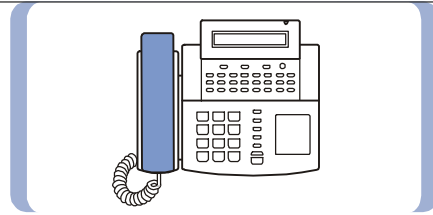
3. Select a zone number from **[5]**, **[6]**, **[7]**, and **[8]**, or page all external zones by dialling **[9]**.



4. Start your announcement after receiving confirmation tone.



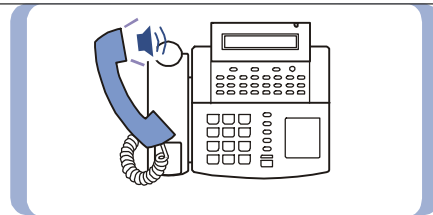
5. Hang up after paging.



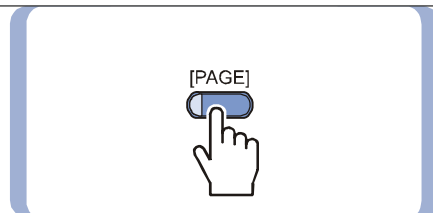
All Page

You can also page all external zones and internal page zone 0 simultaneously.

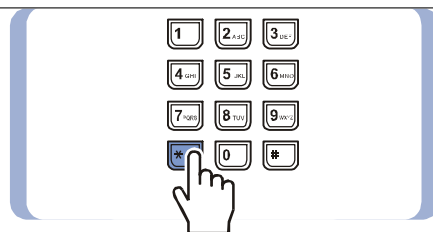
1. Pick up the handset and check the dial tone.



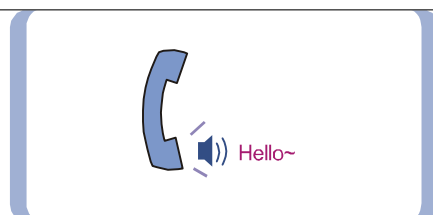
2. Press the **[PAGE]** button or **[5] [5]**, or select **[PAGE]** from the LCD screen by using the Scroll button and Soft buttons.



3. Press the **[*]** or **[ALL PAGE]** button.



4. Start your announcement after receiving confirmation tone.

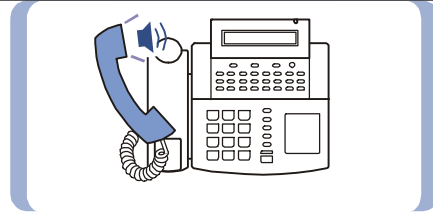


5. Hang up after paging.

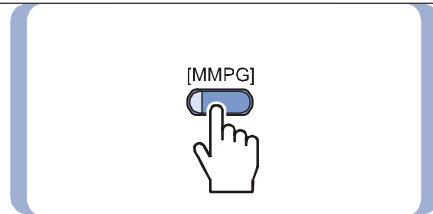


Meet Me Page : MMPG

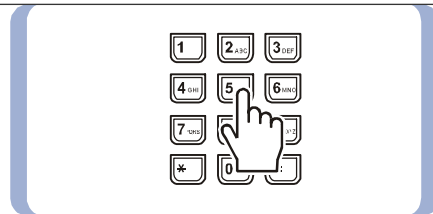
1. Pick up the handset and check for dial tone.



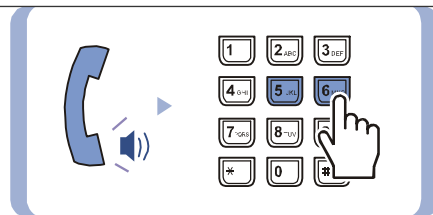
2. Press the **[MMPG]** button or **[5] [4]**, or select **[MMPG]** from the LCD screen using the Scroll button and Soft buttons.



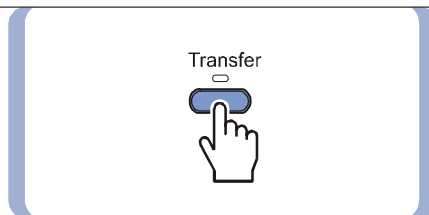
3. Dial the required zone number.



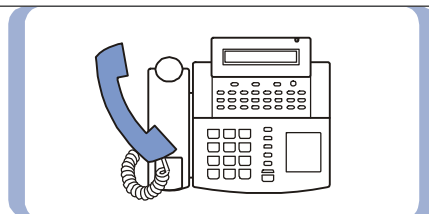
4. After receiving the confirmation tone instruct the other party to press **[5] [6]**.



5. Press the **[WAIT]** or **[Transfer]** button.



6. Hold the handset until the other party enters the page answer code(**[5]** **[6]**).



7. The call is automatically connected when the other party enters the page answer code.

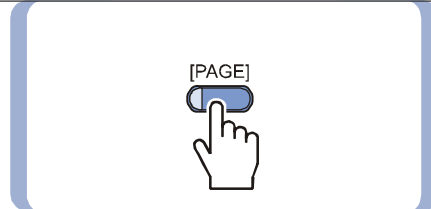


Call Park and Page

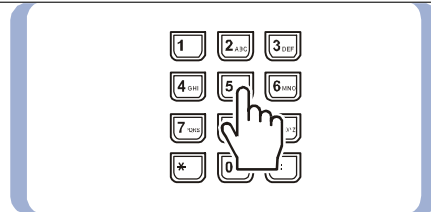
You can transfer an external call to another person by parking the call and notifying the other person of the call via paging. This function is useful in a factory or in a large office when the called person is away from their workstation.

Call Park and Page

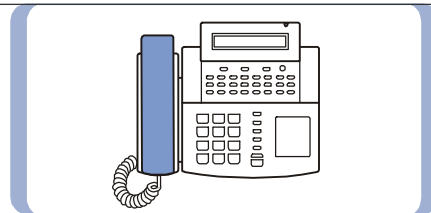
1. Press the **[PAGE]** button while connected to the call and the call is automatically on hold. You can also select **[PAGE]** from the LCD screen using the Soft button.



2. Dial the appropriate page zone number to notify that the call is parked and to inform the required party of your station number or the calling trunk number.

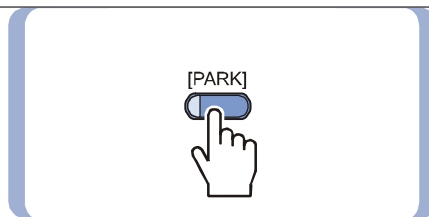


3. Hang up.

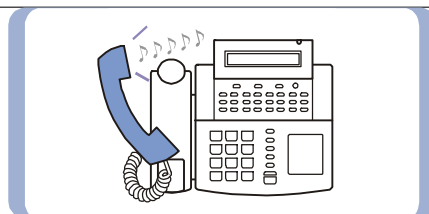


Retrieving the parked call

1. Press the **[PARK]** button or dial **[1] [0]**, and enter the announced number. You can also enter the announced number after selecting **[PARK]** from the LCD screen.



2. You will be connected to the Parked call.

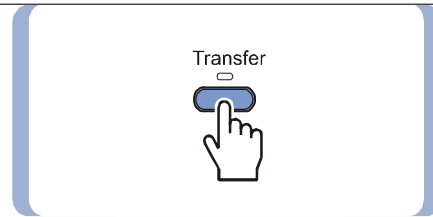


- If the parked call is not retrieved within the pre-programmed time, the parked call will recall to your IP phone, an amber light will blink slowly on the Call or trunk button LED. You cannot park and page intercom calls.

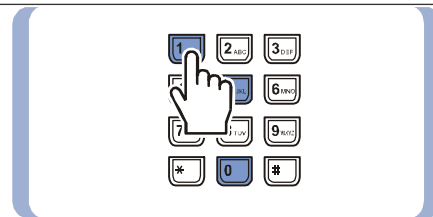
■ Rejoining a Page

With this option, you can listen to the latter part of a page announcement after finishing a call.

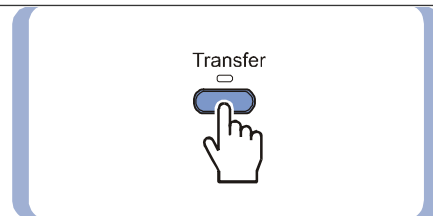
1. Press the **[Transfer]** button or **[1] [1] [0]**.



2. Dial **[0] [5] [1]** to enable this option, and **[0] [5] [0]** to disable it.



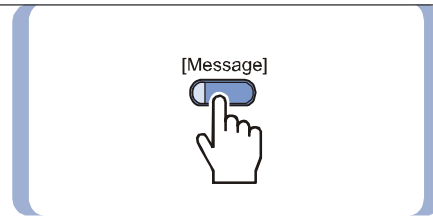
3. Press the **[Transfer]** button to save the setting.



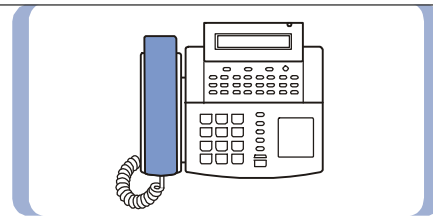
■ Setting a Message Indication

You can leave a message indication when there is no answer or if the station required is busy.

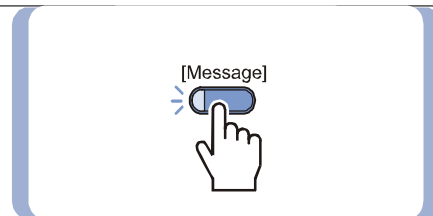
1. Press the **[Message]** button or dial **[4] [3]**.



2. Hang up after hearing confirmation tone.



3. The **[Message]** button of the receiving station will flash. IP phones without the **[Message]** button will receive special dial tone as a message indicator. The status indicator will also flash red.

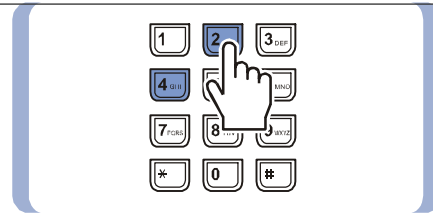


- You can leave up to 5 messages on a station.

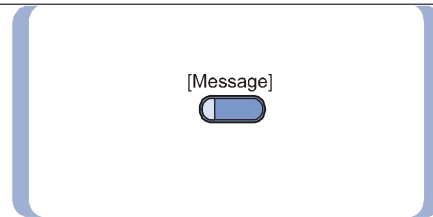
■ Cancelling Messages

You can cancel messages you have left on other stations or messages left at your station.

1. Dial **[4] [2]** and enter the station number where you left your message.

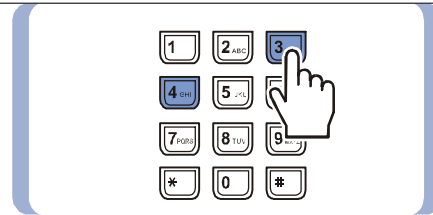


2. To cancel all numbers left at your station, dial **[4] [2]** and enter your station number. The LED on your **[Message]** button and the status indicator will go out.

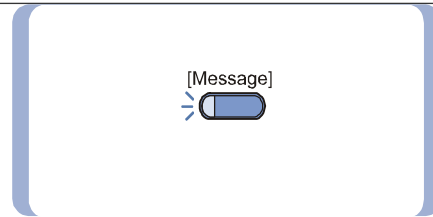


■ Returning Messages

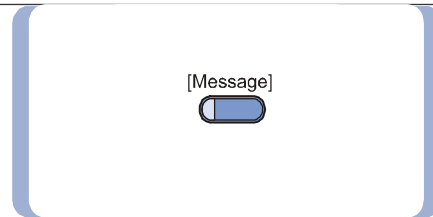
1. Press the **[Message]** button to review the stations that have left messages and press the Soft button associated with **[Dial]** on the LCD screen to call the station. Or, dial **[4] [3]** and the first station that left its number will be rung automatically.



2. The LED on your **[Message]** button and status indicator will remain flashing until the station responds. Repeat the above steps to respond to all station messages received.



3. The LED on your **[Message]** button and status indicator will go off when all messages are returned or cancelled.

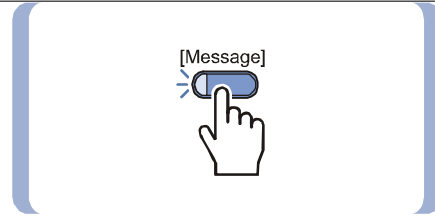


- You can view the numbers left and return messages in any order through the LCD screen.
- If a message was left at your IP phone by a station in Auto Answer mode, you must cancel the message manually, after returning the message.

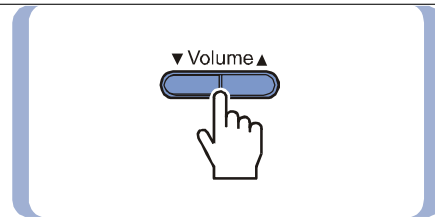
■ Viewing Message Indication

You can view all messages before returning them.

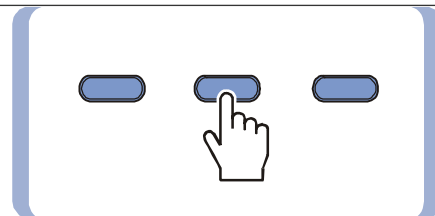
1. Press the flashing **[Message]** button.
The first station that left its number is displayed on the screen.



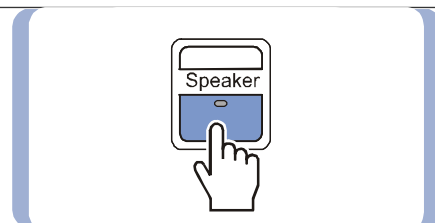
2. Press the **[▼Volume▲]** button to scroll through the messages.



3. Use the Soft buttons to return or cancel the message or to move to the next message.



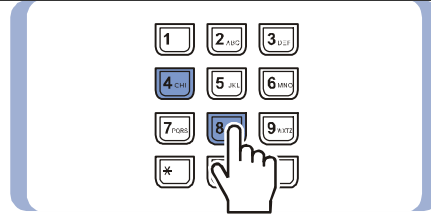
4. Press the **[Speaker]** or **[End]** button after responding to the message left.



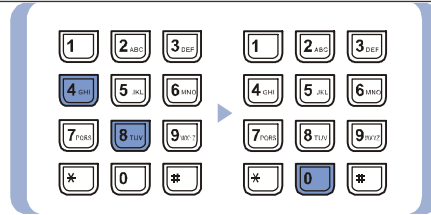
■ Programmed Messages

You can leave a programmed message on your station when you are away from your IP phone. The caller will see the message on their LCD when they call you and know that you are not available. 15 system wide messages are available(01–15) and 5 personal messages(16–20)

1. Dial **[4] [8]** and select the desired message code from the programmed message list.



2. Dial **[4] [8]** then **[0] [0]** to cancel the message.



Programmed Message List

When you are away for a certain period of time, you can leave a message of absence on stations by selecting a message accordingly.

The caller will see the message and know that you are away.

| Message code | Message |
|--------------|-------------------------------|
| 01 | GIVE ME THE CALL |
| 02 | TAKE A MESSAGE |
| 03 | ASK THEM TO HOLD |
| 04 | SEND TO MY VM |
| 05 | TRSF TO MY SECY |
| 06 | LEAVE A MESSAGE |
| 07 | PAGE ME |
| 08 | OUT OF TOWN |
| 09 | IN A MEETING |
| 10 | I WILL CALLBACK |
| 11-15 | Blank System Wide messages |
| 16~20 | Blank Message(You can set up) |



- Your System Administrator can edit the first 15 Programmable Messages.
- Your personal Programmed Messages using the following procedure:
 1. Press the [**Transfer**] button when your IP phone is in the idle condition.
 2. Dial [**1**] [**1**] [**5**].
 3. Select the Programmed Message you wish to insert or modify(e.g. 16).
 4. Enter the characters required in accordance with the procedure below.
 5. Press the [**Transfer**] button to save the information and set the Programmed Message to your IP Phone.



Your IP phone may have multiple programmed message buttons, each of which has different message codes.

- Press any programmed message button. A red light comes on the button's LED indicates that the message has been set. Press the button again to clear the message.
- Press another programmed message button to clear the previous message and set the new message.

4. Alarm Features

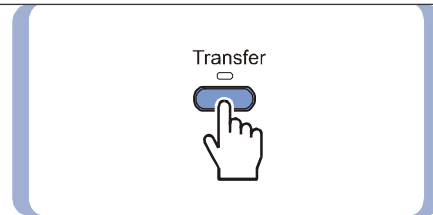
■ Appointment Reminder / Alarm Clock

This feature serves as an alarm clock. Up to 3 alarms may be set. Each alarm can be set as a one time alarm or a daily alarm.

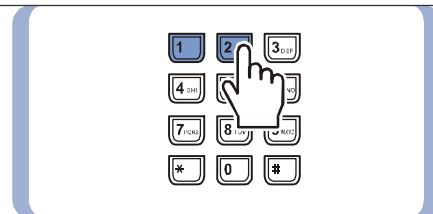
Three short rings will repeat three times. Lift the handset to answer the alarm.

If you do not answer, the alarm will ring two more times at 5-minute intervals.

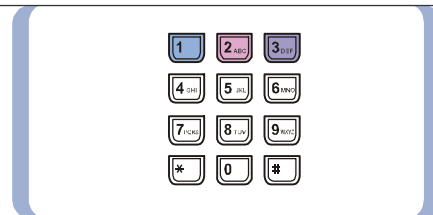
1. Press the **[Transfer]** button.



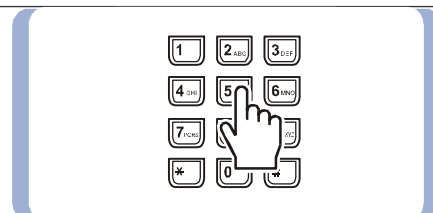
2. Dial **[1] [1] [2]**.



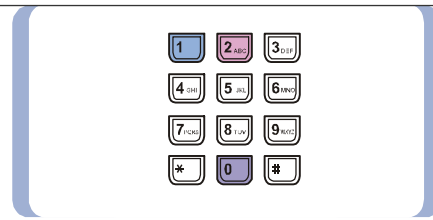
3. Dial the alarm number **[1], [2]** or **[3]**.



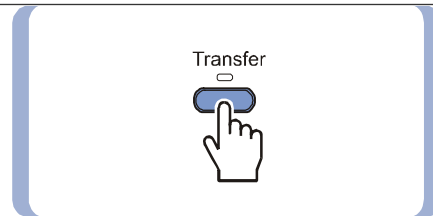
4. Enter the time at which you want the alarm to sound. Enter the time as HHMM(hours and minutes) based on a 24 hour clock.



5. Select the type of alarm between [0](Not Set), [1](Today) or [2](Daily).



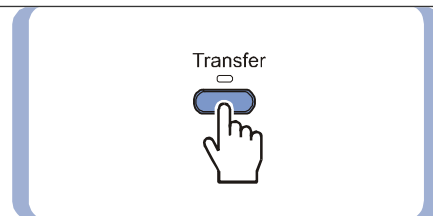
6. Press the [Transfer] button to save settings. Repeat the above steps to set other alarms as needed.



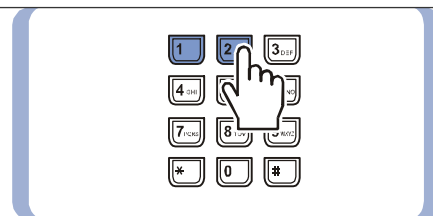
Alarm Cancel

Procedure for cancelling all previously registered alarms is described below.

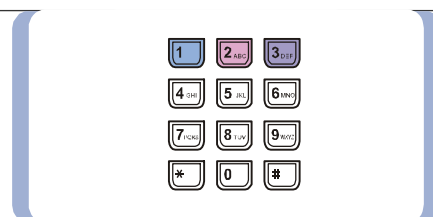
1. Press the [Transfer] button.



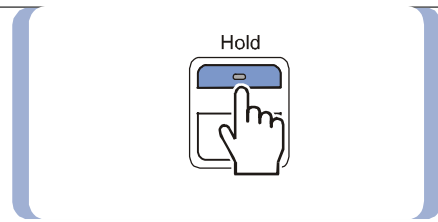
2. Dial [1] [1] [2].



3. Dial the alarm number [1], [2] or [3].



4. Press the **[Hold]** button.

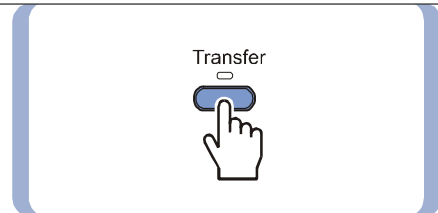


- You can view the alarm message on the LCD screen. Refer to the next paragraph '*Alarm Message*' for details.

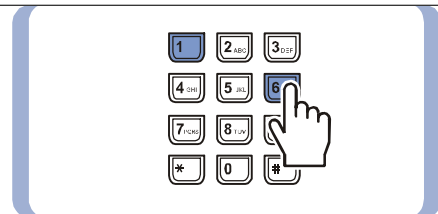
Alarm Message

You can make a 16-character message to be associated with an alarm.

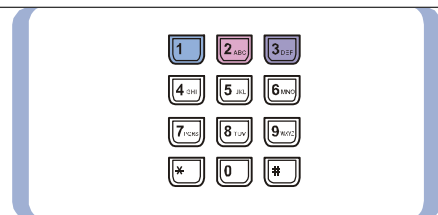
1. Press the **[Transfer]** button.



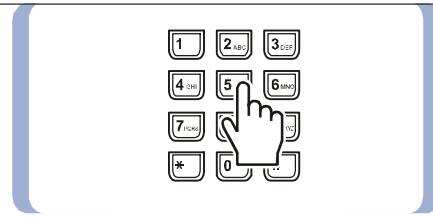
2. Dial **[1] [1] [6]**.



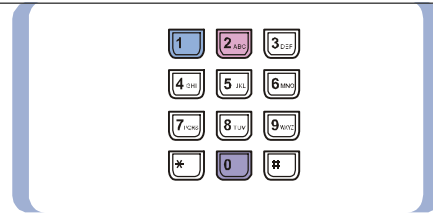
3. Dial the alarm number **[1], [2] or [3]**.



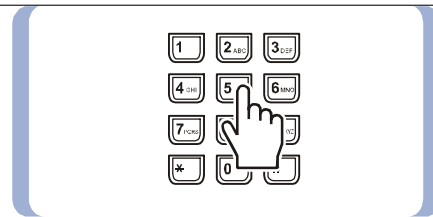
4. Enter the time at which you want the alarm to sound. Enter the time as HHMM(hours and minutes) based on a 24-hour clock.



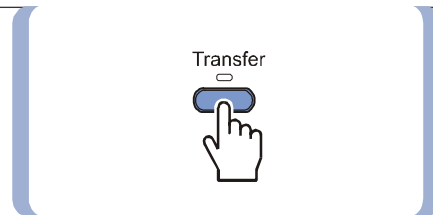
5. Select the type of alarm between [0](Not Set), [1](Today) or [2](Daily).



6. Enter the message using the dial buttons. Refer to **'Things You Should Know'** of this guide for procedures on entering characters.



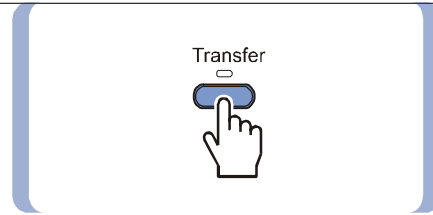
7. Press the [Transfer] button and save the alarm time and message. Repeat the above steps to set other alarms and messages when needed.



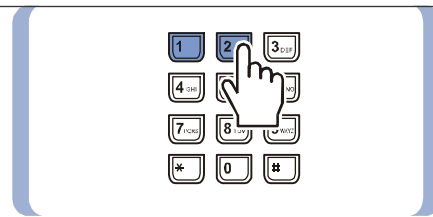
Alarm Message Cancel

You can verify or change the Alarm settings from the LCD screen of your IP phone. Cancelling alarms can also be achieved using the dial buttons.

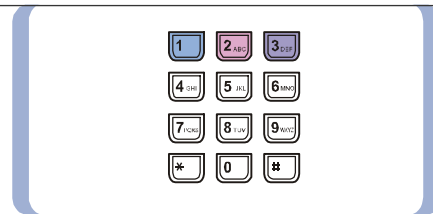
1. Press the **[Transfer]** button.



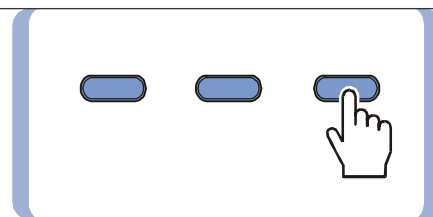
2. Dial **[1] [1] [2]**.



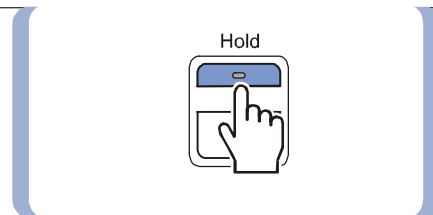
3. Dial the alarm number **[1], [2]** or **[3]**.



4. Press the right Soft button twice.



5. Press the **[Hold]** button to cancel.



- You can view the alarm message on the LCD screen. Refer to the above section '*Alarm Message*' for details.

5. Use with the Door Phone

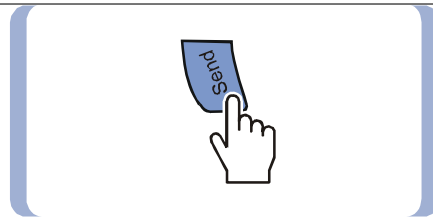
■ Answering The Door Phone

You can answer calls from the Door Phone or open the door if an optional electric door lock is installed.

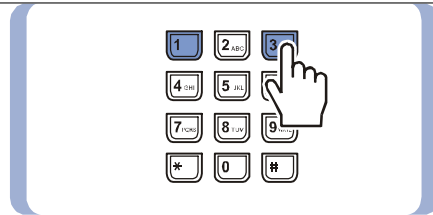
1. When a call from the Door Phone arrives, you will receive three short bursts of ring, repeated.



2. Lift the handset or press the **[Send]** button to connect to the Door Phone.



3. If an electric door lock is installed, you can open the door by dialing **[1] [3]**.



■ Calling The Door Phone / Room Monitor

You can call the Door Phone and listen to what is happening outside or in another room.

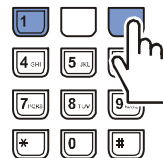
1. Dial the station number of the Door Phone.



2. You can listen or have a conversation when you are connected to the Door Phone.



3. If an electric door lock is installed, you can open the door by dialling **[1] [3]**.



6. Executive / Secretary Hot Line

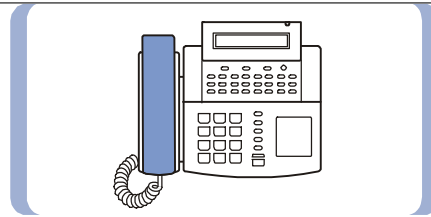
Executive and secretary can have a hotline set up between their stations.

When the Executive is in DND mode or busy on a call, all new calls will forward to the secretary station.

1. Either the Executive or the secretary can make a call to the other station by pressing the **[BOSS]** button or by selecting **[BOSS]** from the LCD screen using the Soft buttons.

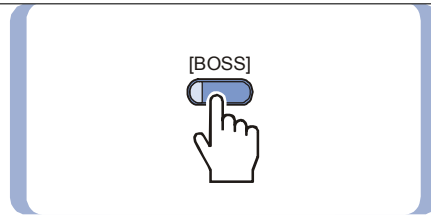


2. If DND is set on the executive station or it is busy, all calls will be forwarded to the secretary station. When the secretary station receives the call, a red light flashes on the executive station.

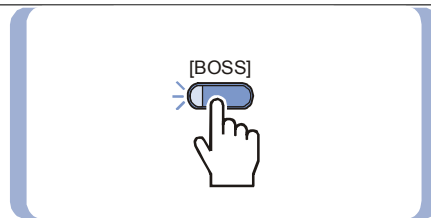


- You can transfer important calls to the **[BOSS]** station set as DND.

1. Press the **[Transfer]** button then the **[BOSS]** button, or select **[BOSS]** from the LCD screen using the Soft buttons.



2. Wait until the **[BOSS]** station answers to announce the call. Then, hang up. You can blind transfer the call by pressing the **[BOSS]** button and hanging up.

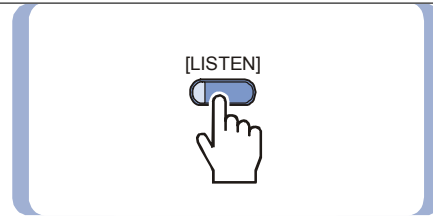


7. Group Listening

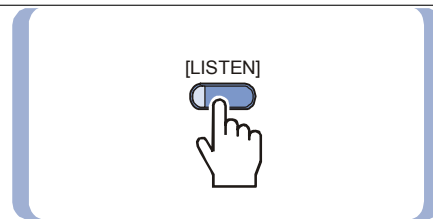
While you are in a call, you can allow others to hear the conversation through the phone speaker.

1. Turn on the speaker by pressing the **[LISTEN]** button, or selecting **[LISTEN]** from the LCD screen using the Soft button.

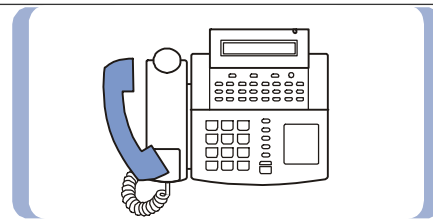
The microphone of the IP phone is not active and the other party cannot hear sounds via that source.



2. Press the **[LISTEN]** button again, or select **[listen]** from the LCD screen using the Soft button to resume a private conversation.



3. Repeat the above steps when needed.

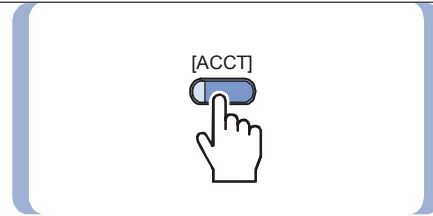


- Depending on the speaker volume and acoustics of your office, it may be advisable to turn the group listening option off before hanging up. This will prevent a momentary squeal.

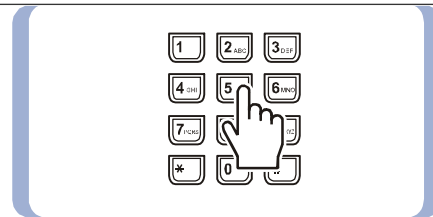
8. Account Code

If specified by programming, at any stage you can print out the account code along with the call history to allow calls to be charged to specific account code. To enter an Account Code:

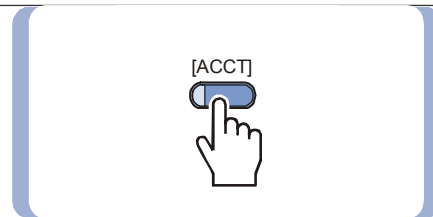
1. Press the **[ACCT]** button or select **[ACCT]** using the Soft button during an external trunk call.



2. Dial the account code (Maximum 12 characters including [#]).



3. Press the **[ACCT]** button again or select **[ACCT]** using the Soft button. This does not affect your conversation with another party.

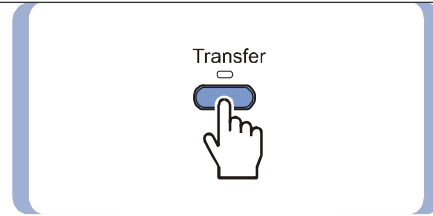


- If you make a mistake entering an account code, press the **[ACCT]** button twice and enter the code again. Only the last account code entered will be printed.

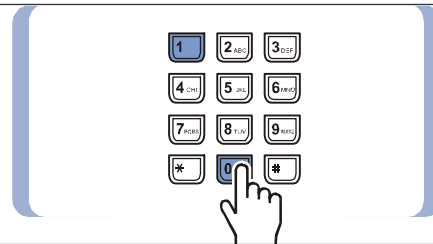
9. Locking Your IP phone

You can lock your IP phone to prevent others from using your phone while you are away. You can unlock the IP phone when you return.

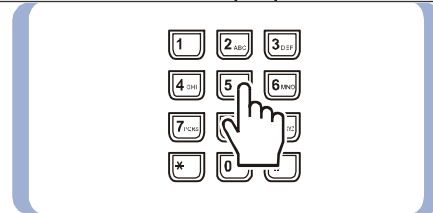
1. Press the **[Transfer]** button.



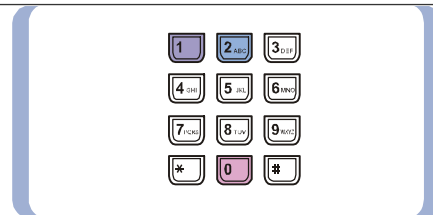
2. Dial **[1] [0] [0]**.



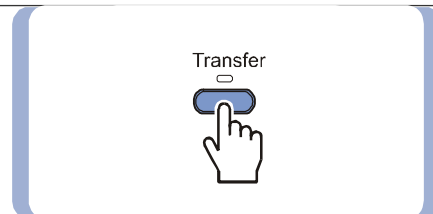
3. Dial your 4-digit station passcode.



4. Dial **[2]** to lock all calls to and from your IP phone, **[0]** to unlock, and **[1]** to lock the IP Phone from making outside calls only.



5. Press the **[Transfer]** button to save the settings.



10. Off-Hook Voice Announcement

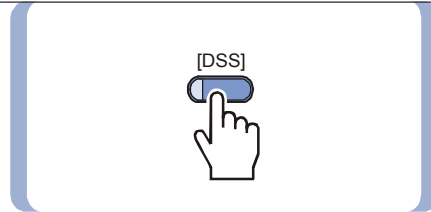
You can make a separate announcement to a station user currently on a call. This is not heard by the other party.

This feature is useful when you have an urgent message to deliver. You cannot receive [OHVA] calls in DND mode. The [OHVA] feature can be used for intercom and transferred calls.

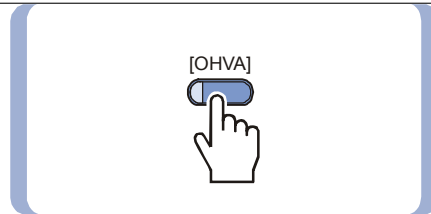
OHVA

Follow the below procedure to make an off-hook voice announcement.

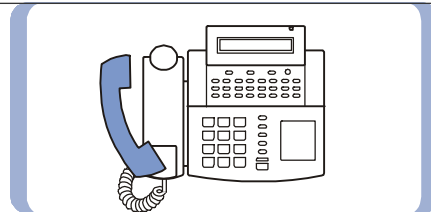
1. Dial the extension number or the **[DSS]** button.



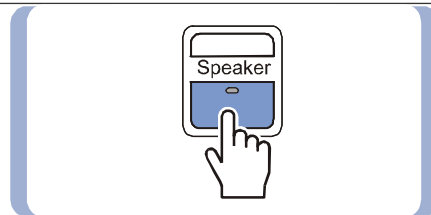
2. If you hear the busy tone, press the **[OHVA]** button or select **[OHVA]** from the LCD screen using the Scroll button and Soft button.



3. Start announcement after hearing confirmation tone.



4. Finish the call by replacing the handset, or pressing the **[Speaker]** or **[End]** button.

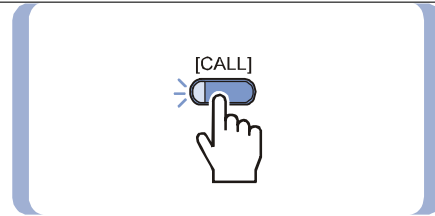


- When voice announcing to a nearby station, use the handset to avoid echoes.

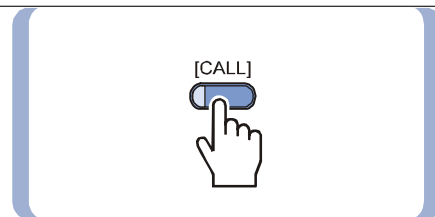
OHVA Cancel

When receiving OHVA, you will hear the OHVA through your handset or speaker depending on which one you are using. In both cases, you can continue your call with the original party whilst listening to the OHVA. You can also talk to the announcing party, temporarily putting the other party on hold.

1. Press the flashing **[CALL]** button.
This places the original party on hold and allows you to talk to the announcing party.



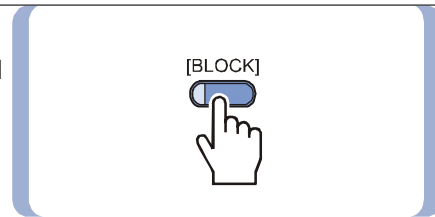
2. Press the related **[CALL]** button to return to the original party.
This disconnects the OHVA call.



OHVA Block

You can block Off-Hook Voice Announce button on your IP phone. OHVA calls will not be received until you cancel the block function by pressing the **[BLOCK]** button again.

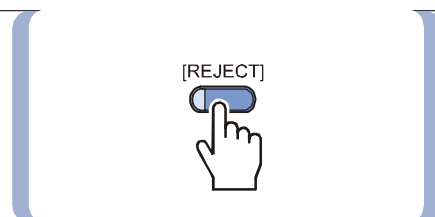
If there is no **[BLOCK]** button, select **[OHBLK]** in the Other menu from the LCD screen using the **[Scroll]** button and Soft buttons.



OHVA Reject

You can set an OHVA **[REJECT]** button on your IP phone. When receiving an OHVA, press the **[REJECT]** button to disconnect the OHVA call and return to the original caller.

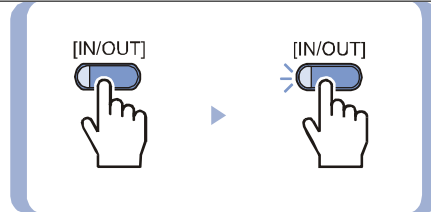
If there is no **[REJECT]** button, select **[REJECT]** from the LCD screen using the Soft button.



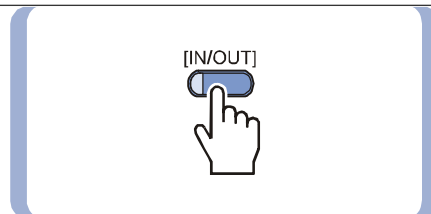
11. In Group / Out Of Group

If your IP phone is assigned to a station group, you can remove your IP phone from the group or re-enter your IP phone to the group. When your IP phone is removed from the group, you will not receive calls to the station group, only calls to your station number.

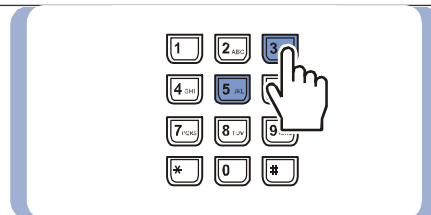
1. Press the **[IN/OUT]** button, or select **[IOG]** from the Other menu on LCD screen using the **[Scroll]** button and Soft buttons. Enter the station group number and select the **[IN]** or **[OUT]** soft button. If the handset is active in the group, a red light will light on the **[IN/OUT]** button.



2. Press the **[IN/OUT]** button again to remove the IP phone from the group. The red light goes off. Repeat the above step when necessary.



3. If there is no **[IN/OUT]** button, dial **[5] [3]** and the group number, and dial **[0]** to remove your IP phone from the group or **[1]** to assign your IP phone to the group. Repeat the above steps when necessary.



- You can assign a group number(Extender) designating a specific group to the **[IN/OUT]** button to allow you to enter and exit a group simply.
- If you are in multiple groups, you can decide which group you will receive calls from by pressing the **[IN/OUT]** button followed by the group number.

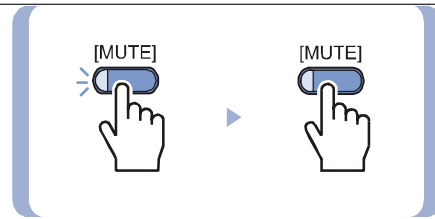
12. Mute

This feature disables the handset or IP Phone's microphone, depending on which is in use. Thus, the other party cannot hear what you are saying.

1. Press the **[MUTE]** button or select **[MUTE]** from the LCD screen using the Soft button. The LED of the **[Mute]** button flashes.



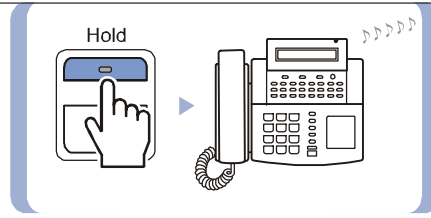
2. Press the **[MUTE]** button again to cancel. The red light on the LED of the button goes off.



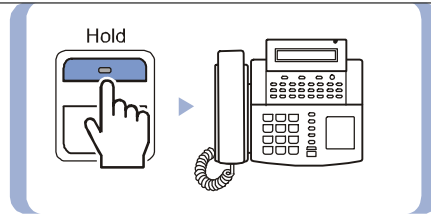
13. Background Music

You can listen to music through the IP phone's speaker if a music source is provided.

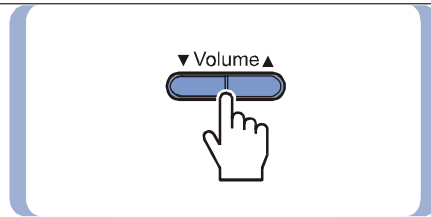
1. To listen to the music, press the **[Hold]** button while on-hook.



2. Press the **[Hold]** button again to cancel.



3. Use the **[▼Volume▲]** button to adjust the music Volume. This does not affect the speaker volume setting.



14. Timer

■ Call Duration Timer

You can set the timer to be activated automatically for external calls. The timer appears on the LCD screen immediately on answering an incoming call and after a period of time or when the other party answers an outgoing call.

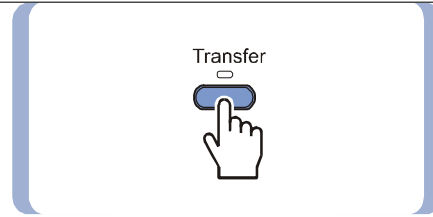
The call duration time is displayed in minutes and seconds, and is reset when the call lasts longer than 100 minutes. Selecting **[TIMER]** from the LCD screen will manually reset the timer.

If the automatic timer is not set, while on a call press the **[TIMER]** button to start the timer. Press the **[TIMER]** button again to stop the timer. If you press the **[TIMER]** button while the auto timer is on, the call timer starts again.

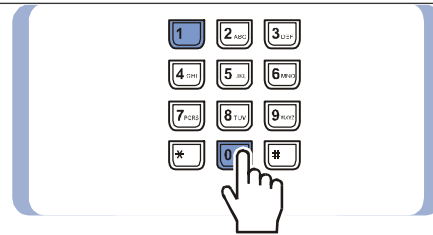
Auto Timer

Your IP phone may have an automatic timer that starts automatically after a short period of time for forwarded and outgoing calls. This can be enabled or disabled as follows.

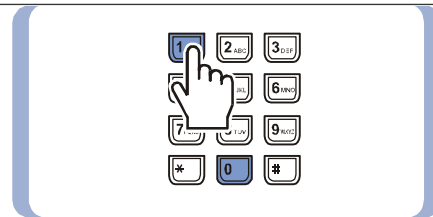
1. While on-hook, press the **[Transfer]** button.



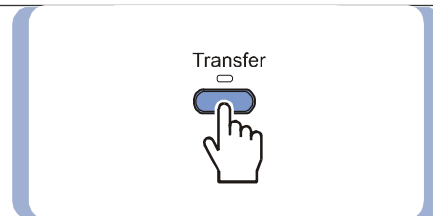
2. Dial **[1] [1] [0]**.



3. Dial **[0] [1] [1]** to activate the auto timer or **[0] [1] [0]** to deactivate.



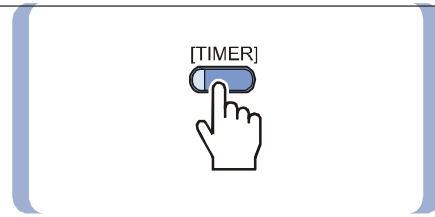
4. Press the **[Transfer]** button to save the settings.



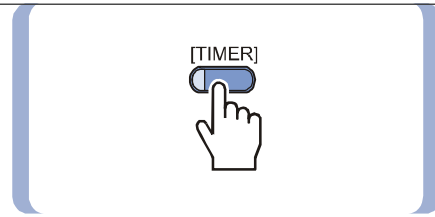
■ Timer Function

For IP phones, the timer can be used as a stopwatch.

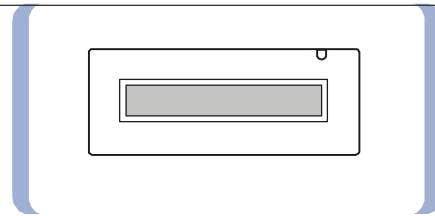
1. Press the **[TIMER]** button, or select **[TIMER]** from the Other menu on the LCD screen using the [Scroll] button and Soft button when the IP phone is in idle mode.



2. Press the **[TIMER]** button again to stop the timer.



3. Note the elapsed time on the LCD screen.



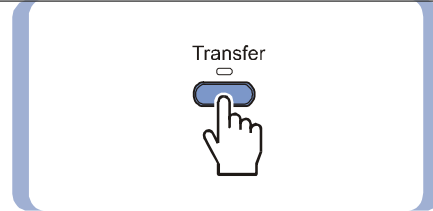
4. Lift and replace the handset and the time and date display on the LCD will resume.



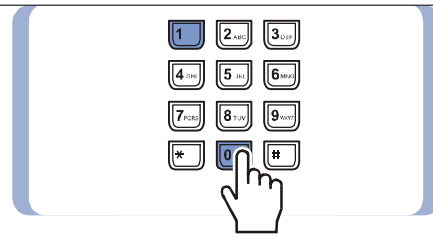
15. Ring Preference

You can answer a call automatically by lifting the handset or by pressing the **[Send]** button. Calls are answered in the order that they arrive at your IP phone. If the ring preference option is off, you must answer calls by pressing the flashing button. In this case you may answer the calls without regard to the order in which they arrived.

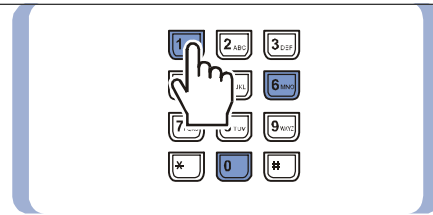
1. Press the **[Transfer]** button.



2. Dial **[1] [1] [0]**.



3. Dial **[0] [6] [1]** to enable the ring preference feature.
To disable, dial **[0] [6] [0]**.



4. Press the **[Transfer]** button to save the settings.

