

Polycom

VVX D60

User's manual



1. IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury, including the following:

1. Read and understand all the instructions.
2. Follow all warnings and instructions marked on the product.
3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this product near water (for example, near a bath tub, kitchen sink, swimming pool).
5. Do not expose the telephone to direct sunlight or extreme cold environment. Do not put the telephone close to heating sources such as radiators, cookers, etc.
6. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
7. Unplug this product from the wall outlet and refer servicing to the distributor under the following conditions:
 - When the power supply cord or plug is damaged or frayed.
 - If the product does not operate normally by following the operating instructions.
 - If the product has been dropped and the cabinet has been damaged.
 - If the product exhibits a distinct change in performance.
8. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
9. Do not use the telephone to report a gas leak in the vicinity of the leak.
10. Use only the supplied battery pack! The operation periods for the handsets are only applicable with the default battery capacities.
11. The use of other battery types or non-rechargeable batteries/primary cells can be dangerous. These may cause interference and/or unit damages. The manufacturer will not be held liable for damage arising from such non-compliance.
12. Do not use third party charging bays. The batteries may be damaged.
13. Please note the correct polarity while inserting the batteries.
14. Battery should not be exposed to excessive heat such as bright sunshine or fire and immersed in water.

Radiation Exposure Statement

The antenna used for VVX D60 Wireless Base Station must be installed to provide a separation distance of at least 20 centimeters from all persons and must not be co-located or operating in conjunction with any other antenna or transmitter.

Body Worn Operation

This device was tested for typical body-worn operations using the supplied belt-clip. To maintain compliance with FCC RF exposure requirements, Body-worn operations are restricted to the supplied belt-clip.

Disposal Warning

1. When this crossed-out wheeled bin symbol is attached to a product, it means the product is covered by the European Directive 2002/96/EC.
2. All electrical and electronic products/battery should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.
3. The correct disposal of your old appliance/battery will help prevent potential negative consequences for the environment and human health.



For more detailed information about disposal of your old appliance/battery, please contact your city office, waste disposal service or the shop where you purchased the product.

2. SET UP THE TELEPHONE

2.1 Package Contents

The package contains the following items:

- 1 Handset
- 1 Base station
- 1 Power adaptor
- 2 Line cords
- Battery pack
- User's manual

2.2 Location

For maximum coverage and reduce the interference, here are some guidelines you should consider when you place the base station:

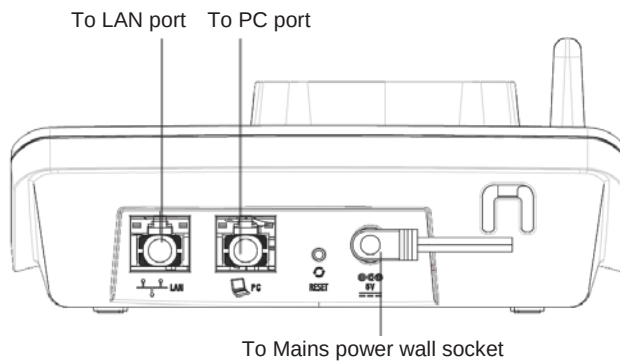
- Place your telephone within 2 metres of the mains power socket and telephone socket so that the cables will reach.
- Make sure it is at least 1 metre away from other electrical appliances to avoid interference. Your telephone works by sending radio signals between the handset and base. The strength of the signal depends on where you locate the base. Putting it as high as possible ensures the best signal.

If the reception for the base station location is not satisfactory, move it to another location for better reception.

Depending on the surrounding conditions as well as spatial and structural factors, the range may be reduced. The range indoors is normally less than outdoors.

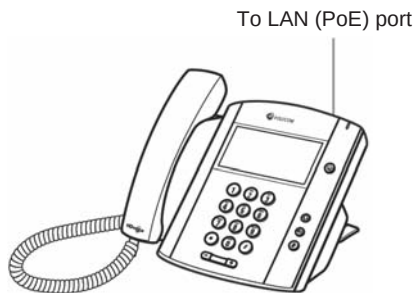
2.3 Connect the Base Station

1. Plug the power cable into the base station, and then plug the other end of the power adapter into the mains power wall outlet.
2. Plug a line cord into the LAN socket of the base station, and then plug the other end into a LAN port.
3. Plug another line cord into the PC socket of the base station, and then plug the other end into a PC port.



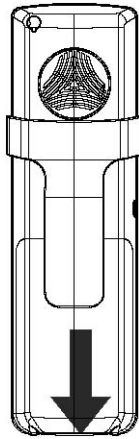
To connect the existing VVX unit:

- Plug the network cable provided with your existing VVX unit into a Power-over-Ethernet (PoE) LAN port, and then plug the other end into the VVX unit to power it on.

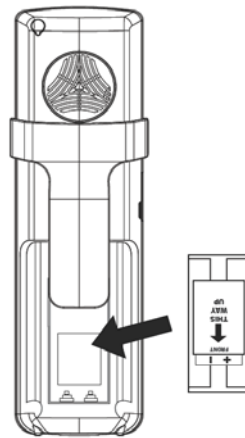


2.4 Install and Charge the Handset Battery

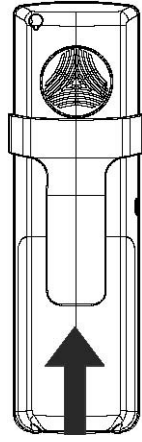
1. Slide open the battery compartment cover.



2. Insert the battery into the battery compartment, with the label **THIS WAY UP** facing upward and inverted.



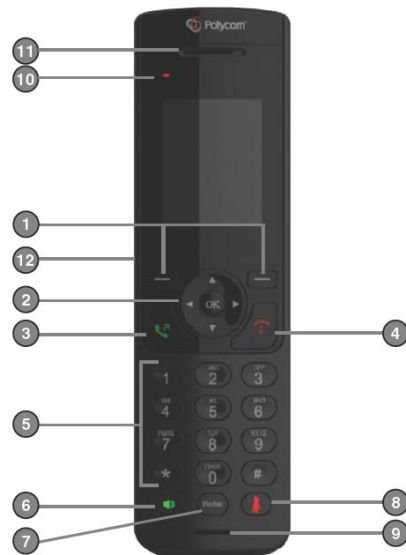
3. Slide the battery compartment cover towards the center of the handset until it clicks into place.



4. Place the handset in the base station or charger to charge.

3. GET TO KNOW YOUR PHONE

3.1 Overview of the Handset



1. SOFTKEYS

Press to select a menu item displayed above the key.

2. NAVIGATION KEYS



Press to increase the ringer volume in idle mode.

Press to scroll up in a menu.



Press to decrease the ringer volume in idle mode.

Press to scroll down in a menu.



Press to move the cursor to the left while entering or edit numbers or characters.



Press to move the cursor to the right while entering or edit numbers or characters.

OK

Press to enter the main menu.

Press to select a highlighted item, or save an entry or setting while in a menu.

3.

Press to make or answer a call.

4.

Press to hang up during a call.

Press to return to idle mode.

Press and hold to power on or off the handset.

5. ALPHANUMERIC KEY PAD/ *(star) /#(hash)

Press to enter numbers or characters.

Press and hold * to turn on or turn off the ringer.

Press and hold # to lock or unlock the keypad.

Press and hold 0 to insert a dialing pause (+) while predialing.

6.

Press to make or answer a call using the handset speakerphone.

Press to switch between the handset speakerphone and the handset earpiece during a call.

7. REDIAL

Press to access the redial list.

8.

Press to mute or end mute the microphone while on a call.

9. MICROPHONE

10. EARPIECE

11. LED LIGHT

Black for a second, and then flashes black and white quickly when there is a missed call or new voicemail.

Flashes black and white when there is an incoming call.

Flashes black and red when the handset is not registered.

12. HEADPHONE JACK

3.2 Overview of the Base Station



1. FIND (PAIR)

Press to locate the registered handset(s).

Press and hold to start the handset registration if the handset is not registered or deregistered.

2. IN USE LIGHT

On when the telephone is in use.

3. CHARGING CRADLE

3.3 Main Menu Structure

Navigating in the menu:

When the handset is switched on and in idle mode:

Press **MENU** in idle mode to enter the main menu.

Press ▲ or ▼ until the handset displays the desired feature menu.

Press **OK** or **SELECT** to enter that menu.

- To return to the previous menu, press **BACK**.

- To return to idle mode, press .

Call log	Message	Intercom	Directories
Missed Calls Received Calls Dialed Calls Recent Calls	[List of Lines]	[List of Handsets]	Contact Directory Corporate Directory Add New Contact Speed Dial List

DND	Settings
Select All [List of Lines]	Preferences Features

3.4 Text and Digit Entry Table

The following table shows you where each letter and punctuation character can be found. This will be helpful when storing a name in the Contact Directory renaming the handset name in settings

Writing tips:

- You can move the cursor position by pressing ◀ or ▶.
- Press **DELETE** to delete the last character.
- Press and hold DELETE to delete all characters.

3.4.1 Latin Character Set

1	1 @ _ # = < > () & £ \$ ¥ € [] { } ■ ¢
2	A B C 2 Å Ä Å Æ Ç
3	D E F 3 È É Ê Ë Ì
4	G H I 4 Ğ Ĩ Í Î Ï
5	J K L 5
6	M N O 6 Ö Ø Ó Ô Õ Ø Ñ
7	P Q R S 7 ß
8	T U V 8 Ù Ú Û Ü
9	W X Y Z 9 Ý Þ ß
0	space . 0 , / : ; " ' ! ; ? ¿ * + - % \ ^ ~
#	#

4. USE YOUR PHONE

4.1 Pre-dialing

4.1.1 Pre-dial a Call Using the Current Line

1. Enter the number with the dialing keys.
2. Press  or  to dial.
-OR-
Press **OPTIONS**, and then press **OK** to dial.

4.1.2 Pre-dial a Call Using Another Line

1. Enter the number with the dialing keys.
2. Press **OPTIONS**, and then press  or  to scroll to **Use Other Line**.
3. Press **OK**, and then press  or  to scroll to another line configured on the handset.
4. Press **OK**,  or  to dial.

4.2 Post-dialing

4.2.1 Post-dial a Call

1. Press **LINES**.
2. Press  or  to scroll to a line configured on the handset, and then press **OPTIONS**.
3. Press **OK** to select **Call**, and then use the dialing keys to enter a number to dial.

4.2.2 Enable Call Forward on a Particular Line

1. Press **LINES**.
2. Press  or  to scroll to a line configured on the handset, and then press **OPTIONS**.
3. Press **OK** to select **Enable Forward**.
4. Press  or  to scroll to **Fwd - Always**, **Fwd - If Busy**, or **Fwd - If No Answer**, and then press **OK**.
5. Use the dialing keys to enter a number, and then press **OK** to enable call forward.

4.3 Incoming calls

4.3.1 Answer an Incoming Call

Press  or .

OR

Press **Options** during an incoming, and then ▲ or ▼ to scroll to **Answer**.
Press **Select** to answer.

4.3.2 Forward an Incoming Call

To forward an incoming call to a designated number:

1. Press **Options** during an incoming call.
2. Press ▲ or ▼ to scroll to **Forward**, and then press **Select**.
3. Use the dialing keys to enter a number to which you want to forward the call, and then press **OK**. The call will be forwarded when the far end answers the call.

4.3.3 Make a New Call during an Incoming Call

To make a new call to another registered handset:

1. Press **Options** during an incoming call.
2. Press ▲ or ▼ to scroll to **New Call**, and then press **Select**.
3. Press ▲ or ▼ to choose **Intercom Directory**, and then press **Select**.
4. Press ▲ or ▼ to choose another registered handset to which you want to forward the call, and then press **Call**.
 - If the called handset has multiple lines configured, press ▲ or ▼ to choose a line, and then press **Call**.
5. Press  or  on the called handset to answer the forwarded incoming call.

To make a new call to another registered handset:

1. Press **Options** during an incoming call.
2. Press ▲ or ▼ to scroll to **New Call**, and then press **Select**.
3. Press ▲ or ▼ to choose **Contact Directory/Corporate Directory**, and then press **Select**.
4. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press ▼ to scroll to the directory entry, and then press **Call**. The call will be forwarded when the far end answers the call.

To make a new call to a designated number:

1. Press **Options** during an incoming call.

2. Press ▲ or ▼ to scroll to **New Call**, and then press **Select**.
3. Press ▲ or ▼ to choose **Dial**, and then press **Select**.
4. Use the dialing keys to enter a number to which you want to forward the call, and then press **Call**. The call will be forwarded when the far end answers the call.

4.3.4 Reject an Incoming Call

1. Press **Options** during an incoming call, and then ▲ or ▼ to scroll to **Reject**.
2. Press **Select**. The call will be reject and the screen will return to idle mode.

4.4 During a call

4.4.1 Speakerphone and Earpiece Switching

Handset speakerphone:

During a call, press  to switch between speakerphone and earpiece.

4.4.2 Volume Control

During a call, press ▲ or ▼ to adjust the listening volume.

4.4.3 Mute

During a call, the mute function allows you to hear the other party but the other party cannot hear you.

During a call, press  to mute the microphone.

Press  again to end mute the microphone and resume the conversation.

4.4.4 Hold a Call

1. During a call, press **Options**.
2. Press **Select** to select **Hold**.
 - To unhold the call, press **Options** again, and then **Select** to select **Unhold**.

4.4.5 Intercom with Another Handset

1. During a call, press **Options**.

- If you want to hold the call before intercom, press **Select** to select **Hold**, and then press **Options** again.
- 2. Press ▲ or ▼ to scroll to **Intercom**, and then press **Select**.
 - If the called handset has multiple lines configured, press ▲ or ▼ to choose a line, and then press **Call**.
- 3. Press  or  on the called handset to answer the intercom call.
 - Press **End** on the calling handset to resume the on hold call.

4.4.6 Transfer a Call

To transfer a call to another registered handset:

1. During a call, press **Options**.
 - If you want to hold the call before intercom, press **Select** to select **Hold**, and then press **Options** again.
2. Press ▲ or ▼ to scroll to **Transfer**, and then press **Select**.
3. Press **Select** to select **Intercom Directory**.
4. Press ▲ or ▼ to scroll to the handset to which you want to transfer, and then press **Transfer**,  or  to transfer the call.
 - If the called handset has multiple lines configured, press ▲ or ▼ to choose a line, and then further press **Transfer**,  or  to transfer the call.
5. Press  or  on the called handset to answer the transferred call.

To transfer a call to a Contact Directory/Corporate Directory Entry:

1. During a call, press **Options**.
 - If you want to hold the call before intercom, press **Select** to select **Hold**, and then press **Options** again.
2. Press ▲ or ▼ to scroll to **Transfer**, and then press **Select**.
3. Press ▲ or ▼ to scroll to **contact Directory/corporate Directory**, and then press **Select**.
4. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press ▼ to scroll to the directory entry, and then press **Transfer**,  or . The call will be transferred when the far end answers the call.

To transfer a call to a designated number:

1. During a call, press **Options**.
 - If you want to hold the call before intercom, press **Select** to select **Hold**, and then press **Options** again.

2. Press ▲ or ▼ to scroll to **Transfer**, and then press **Select**.
3. Press ▲ or ▼ to scroll to **Dial**, and then press **Select**.
4. Use the dialing keys to enter a number to which you want to transfer, and then press **Transfer**,  or . The call will be transferred when the far end answers the call.

4.4.7 Make a New Call During a Call

To make a new call to another registered handset during a call:

1. During a call, press **Options**.
 - If you want to hold the call before intercom, press **Select** to select **Hold**, and then press **Options** again.
2. Press ▲ or ▼ to scroll to **New Call**, and then press **Select**.
3. Press **Select** to select **Intercom Directory**.
4. Press ▲ or ▼ to choose another registered handset to which you want to make the call, and then press **Call**.
 - If the called handset has multiple lines configured, press ▲ or ▼ to choose a line, and then press **Call**.
5. Press  or  on the called handset to answer the new incoming call.

To make a new call to a Contact Directory/Corporate Directory Entry during a call:

1. During a call, press **Options**.
 - If you want to hold the call before intercom, press **Select** to select **Hold**, and then press **Options** again.
2. Press ▲ or ▼ to scroll to **New Call**, and then press **Select**.
3. Press ▲ or ▼ to choose **Contact Directory/Corporate Directory**, and then press **Select**.
4. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press ▼ to scroll to the directory entry, and then press **Call**. The call will be connected when the far end answers the call.

To make a new call to a designated number during a call:

1. During a call, press **Options**.
 - If you want to hold the call before intercom, press **Select** to select **Hold**, and then press **Options** again.
2. Press ▲ or ▼ to scroll to **New Call**, and then press **Select**.

3. Press ▲ or ▼ to choose **Dial**, and then press **Select**.
4. Use the dialing keys to enter a number to which you want to make the call, and then press **Call**. The call will be connected when the far end answers the call.

4.4.8 Conference Call

To create a conference call with another registered handset:

1. During a call, press **Options**.
 - If you want to hold the call before intercom, press **Select** to select **Hold**, and then press **Options** again.
2. Press ▲ or ▼ to scroll to **Conference**, and then press **Select**.
3. Press **Select** to select **Intercom Directory**.
4. Press ▲ or ▼ to choose another registered handset with which you want to establish the conference, and then press **Invite**.
 - If the called handset has multiple lines configured, press ▲ or ▼ to choose a line, and then press **Invite**.

The conference call will be connected when the invited party answers the call.

To create a conference call with a Contact Directory/Corporate Directory Entry:

1. During a call, press **Options**.
 - If you want to hold the call before intercom, press **Select** to select **Hold**, and then press **Options** again.
2. Press ▲ or ▼ to scroll to **Conference**, and then press **Select**.
3. Press ▲ or ▼ to choose **contact Directory/corporate Directory**, and then press **Select**.
4. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press ▼ to scroll to the directory entry, and then press **Invite**. The conference call will be connected when the invited party answers the call.

To create a conference call with a designated number:

1. During a call, press **Options**.
 - If you want to hold the call before intercom, press **Select** to select **Hold**, and then press **Options** again.
2. Press ▲ or ▼ to scroll to **Conference**, and then press **Select**.
3. Press ▲ or ▼ to choose **Dial**, and then press **Select**.

4. Use the dialing keys to enter a number with which you want to establish the conference, and then press **Invite**. The conference call will be connected when the invited party answers the call.

To split the conference call back to normal call:

1. During a conference call, press **Options**.
2. Press ▲ or ▼ to scroll to **Split**, and then press **Select**.
3. Press **Select** to end the active call and resume the on hold call.

4.4.9 Multiple Calls Handling

To switch between two established calls:

1. When two calls have been established, with one call active and the other on hold, press **Options**.
2. Press ▲ or ▼ to scroll to **Switch Call**, and then press **Select**. The currently connected call will be switch from the intercom call back to the external call.

To join two established calls to a conference:

1. When two calls have been established, with one call active and the other on hold, press **Options**.
2. Press ▲ or ▼ to scroll to **Join**, and then press **Select**. A conference call will be established between three called parties.

To invite more members to join in a conference call:

1. When two calls have been established, with one call active and the other on hold, press **Options**.
2. Press ▲ or ▼ to scroll to **Conference**, and then press **Select**. Refer to section 4.4.8 for how to invite members to a conference call.

4.4.10 Call Waiting Calls Handling

If you have subscribed to call waiting service from your telephone service provider, you hear a tone if someone calls while you are already on a call.

Answer the call-waiting call during an incoming call:

- Press  or  to answer the call-waiting call.

If you answered the incoming call-waiting call, the first call will be put on hold

automatically. For further operations after the new call is established, see section 4.4.9 for multiple calls handling.

4.4.11 Call Park

You can park the current the call and retrieve it on some other devices by entering the dedicated call park code.

To park a call:

1. During the call, press **Options**.
2. Press ▲ or ▼ to scroll to **Call Park**, and then press **Select**. The call will be parked.

To retrieve the parked call:

- Use the dialing keys to enter the call park code (**5557#**), and then press  or  to retrieve the call.

4.4.12 Shared Line Call

If there is a shared line for more than one handset, any of the handsets can receive an incoming call of the line.

To barge in a call:

- When one of the handsets answered the call, press **Barge In** on another handset to join the call in progress.

To pick up an on hold call:

- When one of the handsets answered the call and put it on hold, press **Answer** on another handset to pick up the on hold call.

4.5 End a Call

Press  or place the handset in the base station or charger.

4.6 Redial

4.6.1 Review and Dial a Redial Entry

1. Press **Redial** in idle mode to enter the redial list.
2. Press ▲ or ▼ to scroll to the desired entry displays.
3. Press  or  to dial.

5. DIRECTORIES

This phone contains two types of directories - Contact Directory and Corporate Directory.

In the Contact Directory, you can call, view, edit, delete or save any contact.

In the Corporate Directory, you can call the members of the list and copy the contact to Contact Directory, but will not be able to edit or delete any of the

contacts in this list.

5.1 Contact Directory

5.1.1 Store a Number Entry to the Contact Directory

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Directories**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Add New Contact**, and then press **Select** to proceed to contact information.
4. Use the dialing keys to enter the first name, and then press **▼**.
5. Use the dialing keys to enter the last name, and then press **▼**.
6. Use the dialing keys to enter the office number, and then press **▼**.
7. Use the dialing keys to enter the mobile number, and then press **▼**.
8. Use the dialing keys to enter the other number, and then press **▼**.
9. Press **◀** or **▶** to toggle the ringtones.
10. Press **Save** to confirm.

5.1.2 View a Contact Directory Entry

Contact Directory entries appear alphabetically.

1. Press **OK** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Directories**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Contact Directory**, and then press **OK**.
4. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press **▼** to scroll to the directory entry, and then press **Options**.
5. Press **▲** or **▼** to scroll to **View Details**.
6. Press **Select** to view the details of the selected entry.

5.1.3 Call a Contact Directory Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Directories**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Contact Directory**, and then press **Select**.
4. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press **▼** to scroll to the directory entry, and then press **Options**.

5. Press **Select** to call the selected entry.

5.1.4 Edit a Contact Directory Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press ▲ or ▼ to scroll to **Directories**, and then press **OK**.
3. Press ▲ or ▼ to scroll to **Contact Directory**, and then press **Select**.
4. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press ▼ to scroll to the directory entry, and then press **Options**.
5. Press ▲ or ▼ to scroll to **Edit Contact**.
6. Use the dialing keys to edit the first name, and then press ▼.
7. Use the dialing keys to edit the last name, and then press ▼.
8. Use the dialing keys to edit the office number, and then press ▼.
9. Use the dialing keys to edit the mobile number, and then press ▼.
10. Use the dialing keys to edit the other number, and then press ▼.
11. Press ◀ or ▶ to toggle the ringtones.
12. Press **Save** to confirm.

5.1.5 Delete a Contact Directory Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press ▲ or ▼ to scroll to **Directories**, and then press **OK**.
3. Press ▲ or ▼ to scroll to **Contact Directory**, and then press **Select**.
4. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press ▼ to scroll to the directory entry, and then press **Options**.
5. Press ▲ or ▼ to scroll to **Delete Contact**.
6. Press **Select**. The screen displays **Delete?**.
7. Press **OK** to confirm.

5.1.6 Sort the Contact Directory by First Name or Last Name

1. Press **MENU** in idle mode to enter the main menu.
2. Press ▲ or ▼ to scroll to **Directories**, and then press **OK**.
3. Press ▲ or ▼ to scroll to **Contact Directory**, and then press **Select**.
4. When an entry appears, press **Options**.
5. Press ▲ or ▼ to scroll to **Sort by**.
6. Press **Select**, and the ▲ or ▼ to scroll to **First Name** or **Last Name**.

7. Press **Select** to confirm.

5.2 Corporate Directory

5.2.1 View a Corporate Directory Entry

Corporate Directory entries appear alphabetically. If there is no entry in the directory, the screen will display "**No Records**".

1. Press **MENU** in idle mode to enter the main menu.
2. Press ▲ or ▼ to scroll to **Directories**, and then press **OK**.
3. Press ▲ or ▼ to scroll to **Corporate Directory**, and then press **Select**.
4. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press ▼ to scroll to the directory entry, and then press **Options**.
5. Press ▲ or ▼ to scroll to **View Details**.
6. Press **Select** to view the details of the selected entry.

5.2.2 Call a Corporate Directory Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press ▲ or ▼ to scroll to **Directories**, and then press **OK**.
3. Press ▲ or ▼ to scroll to **Corporate Directory**, and then press **Select**.
4. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press ▼ to scroll to the directory entry, and then press **Options**.
5. Press **Select** to call the selected entry.

5.2.3 Advanced Search for a Corporate Directory Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press ▲ or ▼ to scroll to **Directories**, and then press **OK**.
3. Press ▲ or ▼ to scroll to **Corporate Directory**, and then press **Select**.
4. Press **Options**.
5. Press ▲ or ▼ to scroll to **Advanced Search**, and then press and then press **Select**.
6. Use the dialing keys to enter the contact information and ▼ to move to the next category.
7. Press **Search** to search for the desired entry.

5.2.4 Copy a Corporate Directory Entry to Contact Directory

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Directories**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Corporate Directory**, and then press **Select**.
4. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press **▼** to scroll to the directory entry, and then press **Options**.
5. Press **▲** or **▼** to scroll to **Copy to Contact Directory**.
6. Press **Select**. Edit the contact information if necessary, press **▼** to move to the next category.
7. Press **Copy** to confirm copying the entry.

5.2.5 Sort the Corporate Directory by First Name or Last Name

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Directories**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Corporate Directory**, and then press **Select**.
4. When an entry appears, press **Options**.
5. Press **▲** or **▼** to scroll to **Sort by**.
6. Press **Select**, and then **▲** or **▼** to scroll to **First Name or Last Name**.
7. Press **Select** to confirm.

5.3 Speed Dial

You can assign your directory entries to a speed dial slot (2-9).

5.3.1 Add a Speed Dial Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Directories**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Speed Dial List**, and then press **Select**.
4. Press **▲** or **▼** to scroll to the empty speed dial slot, and then press **Select**.
5. Press **▲** or **▼** to scroll to **Contact Directory**, **Corporate Directory**, or **Manual Entry**, and then press **Select**.
6. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press **▼** to scroll to the directory entry, and then press **Select** to save the speed dial entry.
 - If you have chosen **Manual Entry** in step 4, use the dialing keys to enter the number, and then press **Select** to save the speed dial

entry.

5.3.2 Call a Speed Dial Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press ▲ or ▼ to scroll to **Directories**, and then press **OK**.
3. Press ▲ or ▼ to scroll to **Speed Dial List**, and then press **Select**.
4. Press ▲ or ▼ to scroll to the desired speed dial slot, and then press **Options**.
5. Press ▲ or ▼ to scroll to **Call**, and then press **Select** to call.

5.3.3 Replace a Speed Dial Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press ▲ or ▼ to scroll to **Directories**, and then press **OK**.
3. Press ▲ or ▼ to scroll to **Speed Dial List**, and then press **Select**.
4. Press ▲ or ▼ to scroll to the desired speed dial slot, and then press **Options**.
5. Press ▲ or ▼ to scroll to **Replace**, and then press **Select**.
6. Press ▲ or ▼ to scroll to **Contact Directory**, **Corporate Directory**, or **Manual Entry**, and then press **Select**.
7. Use the dialing keys to enter the first name (or the last name, depending on current setting) to search or press ▼ to scroll to the directory entry, and then press **Select** to save the speed dial entry.
 - If you have chosen **Manual Entry** in step 6, use the dialing keys to enter the number, and then press **Replace** to save the speed dial entry.

5.3.4 Delete a Speed Dial Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Directories**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Speed Dial List**, and then press **Select**.
4. Press **▲** or **▼** to scroll to the desired speed dial slot, and then press **Options**.
5. Press **▲** or **▼** to scroll to **Delete**, and then press **Select**.
Press **OK** to confirm delete.

6. PHONE SETTINGS

Your phone comes with a selection of settings that you can change to personalize your phone the way you like it to work.

6.1 Time and Date Settings

6.1.1 Set the Clock Date

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Settings**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Preferences**, and then press **Select**.
4. Press **▲** or **▼** to scroll to **Time & Date**, and then press **Select**.
5. Press **Select** to select **Clock Date**.
6. Press **▲** or **▼** to scroll to **DD/MM/YY** or **MM/DD/YY**, and then press **Select** to save the preference.

6.1.2 Set the Clock Time

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Settings**, and then press **OK**.

3. Press ▲ or ▼ to scroll to **Preferences**, and then press **Select**.
4. Press ▲ or ▼ to scroll to **Time & Date**, and then press **Select**.
5. Press ▲ or ▼ to scroll to **Clock Time**, and then press **Select**.
6. Press ▲ or ▼ to scroll to **12 Hour** or **24 Hour**, and then press **Select** to save the preference.

6.2 Ring Type Settings

6.2.1 Set the Ring Type for External Calls

1. Press **MENU** in idle mode to enter the main menu.
2. Press ▲ or ▼ to scroll to **Settings**, and then press **OK**.
3. Press ▲ or ▼ to scroll to **Preferences**, and then press **Select**.
4. Press **Select** to select **Ring Type**.
5. Press ▲ or ▼ to scroll to **External Calls**, and then press **Select**.
6. Press ▲ or ▼ to scroll to your desired ringtone, and then press **Select** to save the preference.

6.2.2 Set the Ring Type for Internal Calls

1. Press **MENU** in idle mode to enter the main menu.
2. Press ▲ or ▼ to scroll to **Settings**, and then press **OK**.
3. Press ▲ or ▼ to scroll to **Preferences**, and then press **Select**.
4. Press **Select** to select **Ring Type**.
5. Press ▲ or ▼ to scroll to **Internal Calls**, and then press **Select**.
6. Press ▲ or ▼ to scroll to your desired ringtone, and then press **Select** to save the preference.

6.3 Keypad Tones Settings

1. Press **MENU** in idle mode to enter the main menu.
2. Press ▲ or ▼ to scroll to **Settings**, and then press **OK**.
3. Press ▲ or ▼ to scroll to **Preferences**, and then press **Select**.
4. Press ▲ or ▼ to scroll to **Keypad Tones**, and then press **Select**.
5. Press **Select** to select **Turn on** (or **Turn off**, depending on the current setting). The preference is then saved.

6.4 Language Settings

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Settings**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Preferences**, and then press **Select**.
4. Press **▲** or **▼** to scroll to **Language list**, and then press **Select**.
5. Press **▲** or **▼** to scroll to your desired language, and then press **Select** to save the preference.

6.5 Handset Name Settings

You can create a customized name for each handset. The name can be up to 15 characters.

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Settings**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Preferences**, and then press **Select**.
4. Press **▲** or **▼** to scroll to **Handset Name**, and then press **Select**.
5. Use the dialing keys to edit the handset name, and then press **Select** to save the preference.

6.6 Call Forwarding

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Settings**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Features**, and then press **Select**.
4. Press **Select** to select **Call Forwarding**.
5. Press **▲** or **▼** to choose a line from the line list, and then press **Select**.
6. Press **▲** or **▼** to choose **Always**, **No Answer**, or **Busy**, and then press **OK**.
7. Use the dialing keys to enter the number to which the call you want to forward.
8. Press **OK** to confirm.

6.7 Multiline Setup

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Settings**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Features**, and then press **Select**.
4. Press **▲** or **▼** to scroll to **Multiline Setup**, and then press **Select**.
5. Select the incoming line(s) or outgoing line(s).

6. Press **OK** to confirm.

6.8 Check Handset Information

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Settings**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Features**, and then press **Select**.
4. Press **▲** or **▼** to scroll to **Handset Information**, and then press **Select** to check the handset information, including product name and software version.
5. Press **Back** to return the settings menu.

6.9 Registration and Deregistration of Handset

6.9.1 Register a New Handset

If you purchased a new handset, or if for some reason, the handset is deregistered, follow the instructions below to register the handset to the base station.

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Settings**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Features**, and then press **Select**.
4. Press **▲** or **▼** to scroll to **Registration**, and then press **Select**.
5. Press **Select** to select **Register**.
6. The handset screen displays "**Please Press the Pair Key on Base Station and Wait**". Press the **FIND (PAIR)** key on the base station to start the handset registration.
 - If the base station has a PIN different from **0000**, you will be prompted to input the PIN code of the base station, and then press **Connect**.

When the registration succeeds, the screen displays "**Registration Successful**".

6.9.2 Deregister a Handset

If need to replace an old handset with a new handset, you need to deregister the old handset first before you register the new handset to the base station.

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Settings**, and then press **OK**.
3. Press **▲** or **▼** to scroll to **Features**, and then press **Select**.
4. Press **▲** or **▼** to scroll to **Registration**, and then press **Select**.
5. Press **▲** or **▼** to scroll to **Deregister**, and then press **Select**.
6. Press **▲** or **▼** to scroll to the handset that you need to deregister, and then press **Deregister**.
 - If the base station has a PIN different from **0000**, you will be prompted to input the PIN code of the base station, and then press **Deregister**.

When the Deregistration succeeds, the screen displays "**De-registration Successful**", followed by the prompt "**Please Register the Handset**".

6.10 Factory Reset

If necessary, you can reset your handset to the factory's "first boot" status. After reset:

- All settings will be reset to default.
 - All contact or call records will be deleted.
 - The handset will be deregistered from the base.
1. Press **MENU** in idle mode to enter the main menu.
 2. Press **▲** or **▼** to scroll to **Settings**, and then press **OK**.
 3. Press **▲** or **▼** to scroll to **Features**, and then press **Select**.
 4. Press **▲** or **▼** to scroll to **Factory Reset**, and then press **Select**.
 5. Press **OK** to confirm resetting handset to factory status.

7. CALL LOGS

The Call Logs comprise of the following elements.

Missed calls – Record of calls which have been missed by the user.

Received calls – Record of calls which have been received by the user.

Dialed calls – Records of calls made or dialed by the user.

Recent calls – Mixed records of the Missed/Received/Dialed call.

7.1 Missed Calls

This comprises all the calls that were missed by the handset, and also the calls which were missed because the line was busy. You can call, view details, delete and add contact to the contact directory.

7.1.1 Call a Missed Call Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press **▲** or **▼** to scroll to **Missed Calls**, and then press **View**.
4. Press **▲** or **▼** to scroll to the desired entry, and then press **Options**.
5. When **Call** is highlighted, press **Select** to call.

7.1.2 View Details of a Missed Call Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press **▲** or **▼** to scroll to **Missed Calls**, and then press **View**.
4. Press **▲** or **▼** to scroll to the desired entry, and then press **Options**.
5. Press **▲** or **▼** to scroll to **View Details**, and then press **Select**.
 - Press **▲** or **▼** to scroll through the call details.
 - Press **Call** to make a call to the entry.

7.1.3 Delete a Missed Call Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press **▲** or **▼** to scroll to **Missed Calls**, and then press **View**.
4. Press **▲** or **▼** to scroll to the desired entry, and then press **Options**.
5. Press **▲** or **▼** to scroll to **Delete**, and then press **Select**.
6. Press **OK** to confirm delete.

7.1.4 Add a Missed Call Entry to Contact Directory

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press **▲** or **▼** to scroll to **Missed Calls**, and then press **View**.
4. Press **▲** or **▼** to scroll to the desired entry, and then press **Options**.
5. Press **▲** or **▼** to scroll to **Add/Edit Contact**, and then press **Select**.
6. Use the dialing keys to enter or edit the first name, and then press.
7. Use the dialing keys to enter or edit the last name, and then press **▼**.
8. Use the dialing keys to enter or edit the office number, and then press **▼**.
9. Use the dialing keys to enter or edit the mobile number, and then press **▼**.
10. Use the dialing keys to enter or edit the other number, and then press **▼**.
11. Press **Save** to confirm.

7.2 Received Calls

This comprises all received calls. You can call, view details, delete and add contact to the contact directory.

There are four types of received calls:

- Received call
- Forwarded call

- User Forwarded call
- Rejected call
 - Received – if you receive an incoming call
 - Forwarded – if the Forward feature is pre-configured
 - User Forwarded – If you receive an incoming call and forward it.
 - Rejected – if you reject an incoming call

7.2.1 Call a Received Call Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press **▲** or **▼** to scroll to **Received Calls**, and then press **View**.
4. Press **▲** or **▼** to scroll to the desired entry, and then press **Options**.
5. When **Call** is highlighted, press **Select** to call.

7.2.2 View Details of a Received Call Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press **▲** or **▼** to scroll to **Received Calls**, and then press **View**.
4. Press **▲** or **▼** to scroll to the desired entry, and then press **Options**.
5. Press **▲** or **▼** to scroll to **View Details**, and then press **Select**.
6. Press **▲** or **▼** to scroll through the call details.
7. Press **Call** to make a call to the entry.

7.2.3 Delete a Received Call Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press **▲** or **▼** to scroll to **Received Calls**, and then press **View**.
4. Press **▲** or **▼** to scroll to the desired entry, and then press **Options**.
5. Press **▲** or **▼** to scroll to **Delete**, and then press **Select**.
6. Press **OK** to confirm delete.

7.2.4 Add a Received Call Entry to Contact Directory

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press **▲** or **▼** to scroll to **Received Calls**, and then press **View**.
4. Press **▲** or **▼** to scroll to the desired entry, and then press **Options**.
5. Press **▲** or **▼** to scroll to **Add/Edit Contact**, and then press **Select**.

6. Use the dialing keys to enter or edit the first name, and then press.
7. Use the dialing keys to enter or edit the last name, and then press ▼.
8. Use the dialing keys to enter or edit the office number, and then press ▼.
9. Use the dialing keys to enter or edit the mobile number, and then press ▼.
10. Use the dialing keys to enter or edit the other number, and then press ▼.
11. Press **Save** to confirm.

7.3 Dialed Calls

The calls which you have made are recorded under Dialed calls. You can call, view details, delete and add contact to the contact directory.

7.3.1 Call a Dialed Call Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press ▲ or ▼ to scroll to **Dialed Calls**, and then press **View**.
4. Press ▲ or ▼ to scroll to the desired entry, and then press **Options**.
5. When **Call** is highlighted, press **Select** to call.

7.3.2 View Details of a Dialed Call Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press ▲ or ▼ to scroll to **Dialed Calls**, and then press **View**.
4. Press ▲ or ▼ to scroll to the desired entry, and then press **Options**.
5. Press ▲ or ▼ to scroll to **View Details**, and then press **Select**.
 - Press ▲ or ▼ to scroll through the call details.
 - Press **Call** to make a call to the entry.

7.3.3 Delete a Dialed Call Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press ▲ or ▼ to scroll to **Dialed Calls**, and then press **View**.
4. Press ▲ or ▼ to scroll to the desired entry, and then press **Options**.

5. Press ▲ or ▼ to scroll to **Delete**, and then press **Select**.
6. Press **OK** to confirm delete.

7.3.4 Add a Dialed Call Entry to Contact Directory

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press ▲ or ▼ to scroll to **Dialed Calls**, and then press **View**.
4. Press ▲ or ▼ to scroll to the desired entry, and then press **Options**.
5. Press ▲ or ▼ to scroll to **Add/Edit Contact**, and then press **Select**.
6. Use the dialing keys to enter or edit the first name, and then press.
7. Use the dialing keys to enter or edit the last name, and then press ▼.
8. Use the dialing keys to enter or edit the office number, and then press ▼.
9. Use the dialing keys to enter or edit the mobile number, and then press ▼.
10. Use the dialing keys to enter or edit the other number, and then press ▼.
11. Press **Save** to confirm.

7.4 Recent Calls

This comprises all the calls that were missed by the handset, and also the calls which were missed because the line was busy. You can call, view details, delete and add contact to the contact directory.

Recent calls records all the recent call activities, including Missed, Received, and Dialed calls. You can call, view details, delete and add contact to the contact directory.

7.4.1 Call a Recent Call Entry

1. Press **MENU** in idle mode to enter the main menu.

2. Press **OK** to select **Call logs**.
 3. Press **▲** or **▼** to scroll to **Recent Calls**, and then press **View**.
 4. Press **▲** or **▼** to scroll to the desired entry, and then press **Options**.
- When **Call** is highlighted, press **Select** to call.

7.4.2 View Details of a Recent Call Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press **▲** or **▼** to scroll to **Recent Calls**, and then press **View**.
4. Press **▲** or **▼** to scroll to the desired entry, and then press **Options**.
5. Press **▲** or **▼** to scroll to **View Details**, and then press **Select**.
 - Press **▲** or **▼** to scroll through the call details.
 - Press **Call** to make a call to the entry.

7.4.3 Delete a Recent Call Entry

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press **▲** or **▼** to scroll to **Recent Calls**, and then press **View**.
4. Press **▲** or **▼** to scroll to the desired entry, and then press **Options**.
5. Press **▲** or **▼** to scroll to **Delete**, and then press **Select**.
6. Press **OK** to confirm delete.

7.4.4 Add a Recent Call Entry to Contact Directory

1. Press **MENU** in idle mode to enter the main menu.
2. Press **OK** to select **Call logs**.
3. Press **▲** or **▼** to scroll to **Recent Calls**, and then press **View**.
4. Press **▲** or **▼** to scroll to the desired entry, and then press **Options**.
5. Press **▲** or **▼** to scroll to **Add/Edit Contact**, and then press **Select**.
6. Use the dialing keys to enter or edit the first name, and then press.
7. Use the dialing keys to enter or edit the last name, and then press **▼**.
8. Use the dialing keys to enter or edit the office number, and then press **▼**.
9. Use the dialing keys to enter or edit the mobile number, and then press **▼**.
10. Use the dialing keys to enter or edit the other number, and then press **▼**.
11. Press **Save** to confirm.

8. MESSAGES

You can access the message center for voice messages through the handset menu.

8.1 Listen to Messages

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **Messages**, and then press **OK**.
3. Press **Select** to select the message center.
4. Press **▲** or **▼** to choose the line in which you want to listen the messages, and then press **Select**.
5. Press **▲** or **▼** to choose the message category - **Urgent**, **New**, or **Old**, and then press **Select** to access the message center and listen to the voice messages.

9. DND (Do Not Disturb)

If you do not want to be disturbed over a call as you are on an important call, you can enable the DND mode on a particular line.

9.1 Enable the DND Mode

1. Press **MENU** in idle mode to enter the main menu.
2. Press **▲** or **▼** to scroll to **DND**, and then press **OK**.
3. Press **▲** or **▼** to choose **Select all** or the lines to be ticked for DND mode activation, and then press **OK** to enable the DND mode.

9.2 Disable the DND Mode

1. Press **MENU** in idle mode to enter the main menu.

2. Press ▲ or ▼ to scroll to **DND**, and then press **OK**.
3. Press ▲ or ▼ to choose the ticked lines, and then press **OK** for DND mode deactivation. Wait until it is time out, the DND mode the disable.

9.3 Enable or Disable the DND Mode in Idle Mode

1. Press **Lines** in idle mode to enter the lines menu.
2. Press **Options**.
3. Press ▲ or ▼ to scroll to **Enable DND** or **Disable DND**, and then press **OK** to enable or disable DND mode.

10. CARE AND MAINTENANCE

Take care of your telephone

Your cordless telephone contains sophisticated electronic parts, so you must treat it with care.

Avoid rough treatment.

Place the handset down gently.

Save the original packing materials to protect your telephone if you ever need to ship it.

Avoid water

You can damage your telephone if it gets wet. Do not use the handset in the rain, or handle it with the wet hands. Do not install the base station near a sink, bathtub or shower.

Electrical storms

Electrical storms can sometimes cause power surges harmful to electronic equipment. For your own safety, take caution when using electric appliances during storms.

Cleaning your telephone

Your telephone has a durable plastic casing that should retain its luster for many year. Clean it only with a soft cloth slightly dampened with water or a mild soap.

Do not use excess water or cleaning solvents of any kind.

NOTE

Remember that electrical appliances can cause serious injury if used when you are wet or standing in water. If the base station should fall into water, DO NOT RETRIEVE IT UNTIL YOU UNPLUG THE POWER CORD AND TELEPHONE LINE CORDS FROM THE WALL. Then pull the unit out by the unplugged cords.

CAUTION

**DISCONNECT ALL TELEPHONE LINE FROM THE
WALL-OUTLET BEFORE REPLACING BATTERY.
RISK OF EXPLOSION IF BATTERY IS REPLACED BY AN
INCORRECT TYPE.
DISPOSE OF USED BATTERIES ACCORDING TO THE
INSTRUCTIONS.**