








Touch Screen  
Soft Keys

Navigation  
Buttons



Volume Control  
Press - / + to adjust volume




-  Headset
-  Mute
-  Messages
-  Hold
-  Redial
-  Transfer
-  Speaker

## HOW TO PLACE A CALL

### Turning Handset On/Off

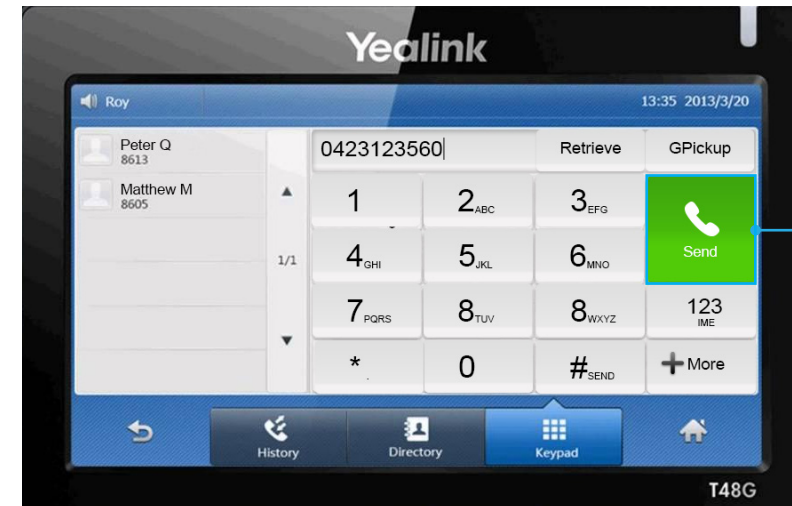
- Pick up the handset
- Enter the number, then press **Send** key

### OR Using the Speakerphone

- With the Headset on-hook, press 
- Enter the number, then touch the **Send** key

### OR Using the Headset

- With the headset connected, press  to activate the headset mode
- Enter the number, then press the **Send** key



Send key

## HOW TO ANSWER A CALL


### Using the Handset

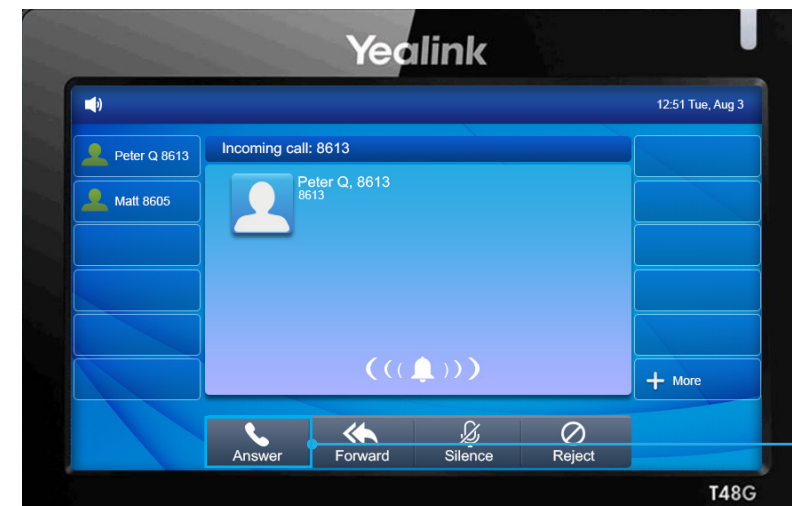
- Pick up the Handset

### OR Using the Speakerphone

- Press the  ; or the **Answer** key

### OR Using the Headset

- Press 



Answer key

## HOW TO END A CALL


### Using the Handset

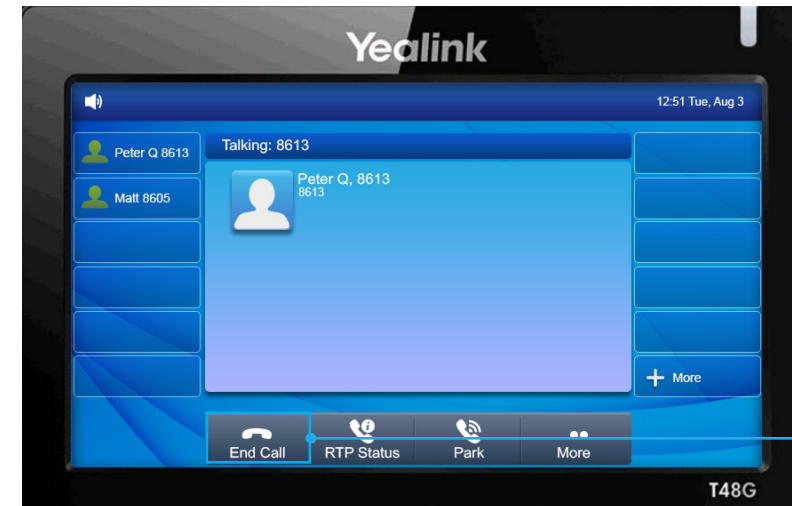
- Hang up the Handset, or press **More** then the **End Call** key

### OR Using the Speakerphone

- Press the ; or the **Answer** soft key

### OR Using the Headset


- Press 




End Call  
key

## HOW TO PLACE A CALL ON HOLD


### To place a call on hold

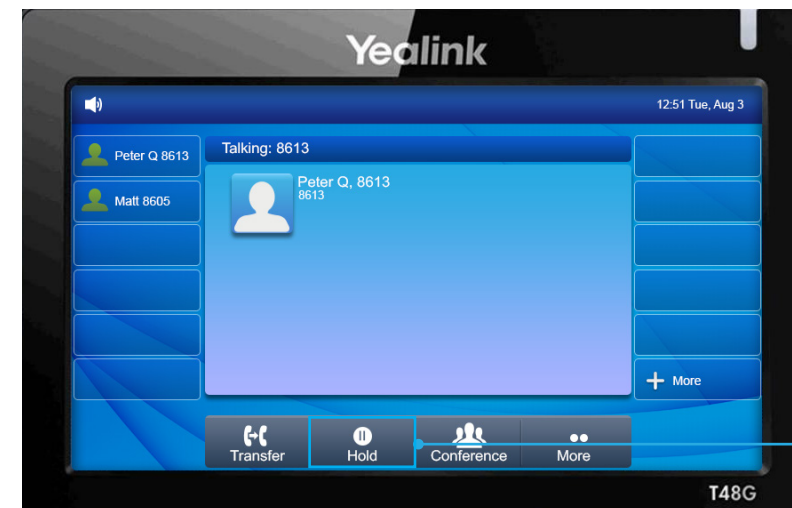
- Press  or touch the **Hold** key during an active call

### To resume a call

- Press  or touch the **Resume** soft key

### If there is more than one call on hold

- Use the touch screen to switch between calls on hold, then press  or touch **Resume** soft key to retrieve the desired call



Hold key

## HOW TO CREATE A CONFERENCE CALL

### To Create a Conference Call

- Touch the **Conference** soft key during an active call
- Enter the extension or external number of the second party
- Touch the **Conference** soft key again when the second party answers. All parties are now joined in the conference
- Touch the **End Call** soft key to drop the conference call

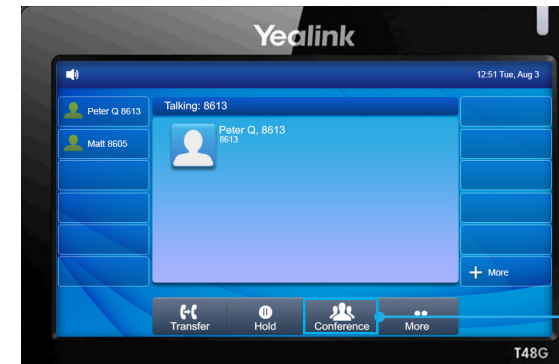
## HOW TO FORWARD A CALL

### To enable Call Forwarding

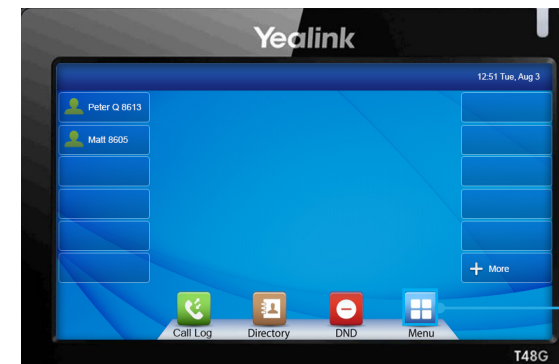
- Touch the **menu** icon when the phone is idle and then **Features > Call Control > Call Forward**

Select the desired forward type:  
Always Forward or Busy Forward or No Answer Forward

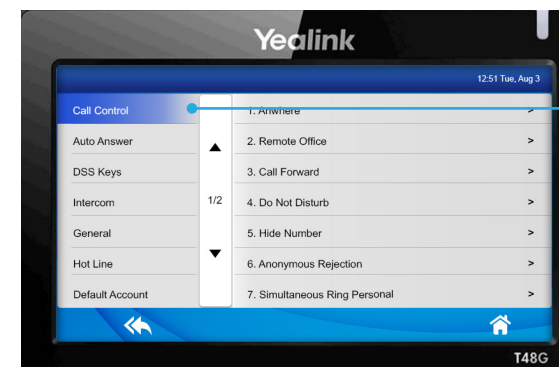
- Touch the 'on' button and enter the number to forward to
- Enter the ring time (in seconds) to wait before forwarding
- Touch the **Save** soft key to accept



Conference key




Menu key



Call Control key

## CONTACT DIRECTORY



### To access the directory and add a contact

- Press the  button to go the directory menu
- To add a contact touch the **Add** button and enter the contact's details.
- Touch the **Save Icon** to save the details



## HOW TO TRANSFER A CALL

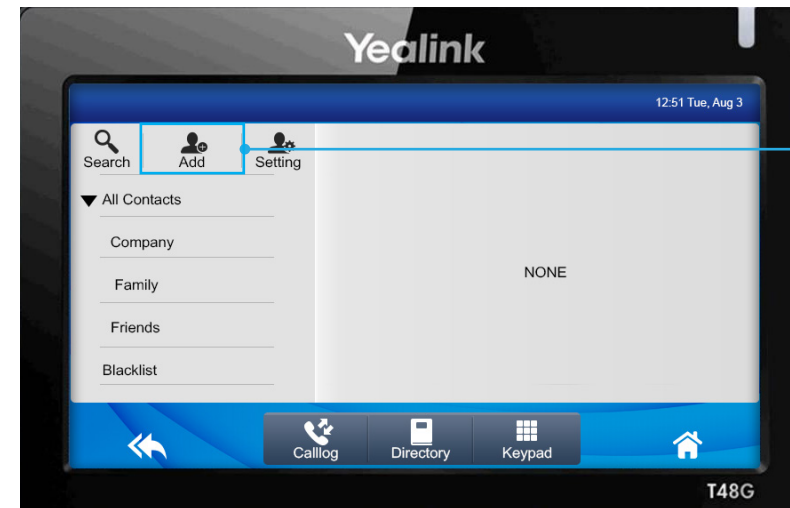
### You can transfer a call in the following ways:

#### BLIND Transfer - The call is transferred directly without the need to announce the caller

- Press  or the **Transfer** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer to
- Press  or the **Transfer** soft key




#### ASSISTED Transfer - Allows you to announce the caller prior to rereleasing the call

- Press  or the **Transfer** soft key during an active call. The call is placed on hold
- Enter the number you want to transfer to
- When the second party answers announce the call then  press or the **Transfer** soft key



## CALL HISTORY

### While the phone idle

- Press the **Call Log** soft key to view missed, received and placed calls
- Press  or  to scroll through the list
- Select an entry from the list
- Touch an entry from the list to place a call
- Touch the  button to view information about the entry
- Select **Add to Personal** to add to your Local Directory

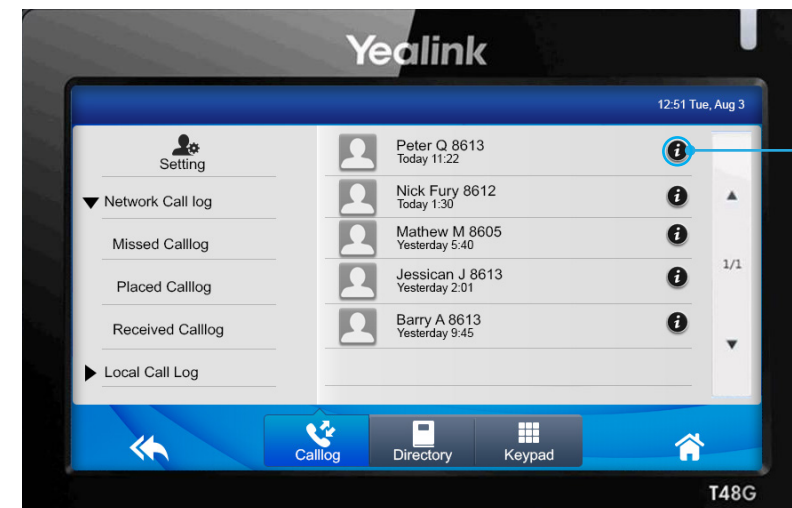


Call Log  
key

## PARK A CALL

### While on a call

- Press the Park button on the screen of the phone
- The system will announce the park orbit number
- Pick up the call from any phone by dialing the park orbit number



i key



## FEATURE ACCESS CODES

These are quick access features using the star code features of the phone system. Note for a complete list of star codes visit <https://help.vantact.com>.

Some features require additional parameters.

FEATURE	TURN ON	TURN OFF
Forward All Calls	*71	*72
Do Not Disturb	*78	*79
Block Caller ID	*67	*68
Go to Voicemail	*97	
Call Park	*86	
Move call to cellphone	*52	
Call ext cellphone	*00 + ext #	



Dialpad