6/24/32 Button

DESI Less 8 Button

Menu

From this key, the user may access additional functions such as Call History and Directory.

User Menu

```
(Menu)          1/2
1. Call History
2. Directory
Up   Down   Back   OK
```

Soft Keys

Any feature shown at the bottom of the LCD is available. The appropriate feature key is displayed on the screen according to the call handling process.

Programmable keys

These keys can be programmed as either Flexible Line key, Programmable Feature key or One-Touch Speed Dial key**.**

Cursor

- 4-way Scroll UP key
- Volume (UP) key
- Enter Key
- Shortcut Key
- 4-way Scroll LEFT key
- Redial key
- 4-way Scroll RIGHT key
- Directory key
- 4-way Scroll DOWN key
- Volume (DOWN) key

Recall

Press this key to terminate current call and re-seize dial tone.

Feature

Used to activate terminal setup functions and to program One-Touch keys.

Feature + 1 – Turns Microphone On/Off.

Feature + 3 – Selects ring tone (Repeat'3' to select a different tone) (non-IP terminal)

Feature + 7 – Indicator On/Off. Controls if lamp flashes when ringing.

Feature + 8 – Direct/Preset dial pad On/Off. Direct will automatically go off-hook when number is dialed. Preset will allow the number to be dialed before going off hook

Answer

When the LED on this key is flashing, press the key to answer a waiting call.

Hold

Press this key to put a call on hold

Transfer

Allows the extension user to transfer a call or make a second call.

Speaker

Controls built-in speaker, which can be used for Hands Free Dialling/Monitoring. LED on key lights when key is active.

Help

Explanations of the Soft keys can be called up on the LCD by pressing this key.

Exit

The user can exit from the Menu or Help mode by pressing this key.

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6/24/32 Button Digital & IP DESI Less 8 Button Digital & IP Reference Sheet

MAKE A CALL
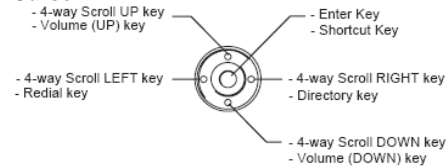
- Lift Handset or Press **Speaker**.
- Dial the Required Number.

(For external calls, dial '**0**' first)

LAST NUMBER REDIAL

- Without lifting handset, press **REDIAL** button.
- Press the Cursor key left/right to search the required number.
- Press **#** to intiate call**.**

HOLD

Ask Caller to Please Hold:
- Press **HOLD** key – held key flashes.
- You may replace handset if you wish.

To Retrieve Call
- Lift handset.
- Press flashing Line

NOTE:
For exclusive hold – press **HOLD** twice

TRANSFER

With a call in progress:
- Press **TRANSFER** key.
- Dial extension or external number and announce the call (optional).
- Replace handset.

NOTE:
If the called extension, is busy or does not answer, press **TRANSFER** to return to your caller. If the extension does not accept the call, ask them to hang up and your call is returned.

CONFERENCE

With a call in progress (internal or external)
- Press **TRANSFER** Key.
- Dial internal or external number.
- When the third party answers, press **CONF** Soft key.
- A three way conference is now established.

NOTE:
Any party may exit the Conference by hanging up. The 2 parties will remain connected, as long as one of the remaining parties is internal.

ENQUIRY CALL

Allows users to toggle between calls.

- Press **TRANSFER** key (this puts the first call on hold and provides you with dial tone to call the 2nd party).
- Dial required 2nd number.
- Press **TRANSFER** key each time you wish to toggle between the parties.
- When finished with one party, hang up on them and the telephone will ring and connect you to the other party.

CALLBACK

If you dial a busy extension.
- ♦ Press **CALL BACK (CB)** soft Key or dial Access code_____.
- ♦ Replace Handset.

During this time you may make and receive calls.
- ♦ When both extensions are free, your phone will ring
- ♦ Lift handset or press **Speaker** and the other extension will ring.

To Cancel
- ♦ Lift handset and press **CALL BACK (CB)** soft key or dial Access code_____.

CALL FORWARD - ALL

Forwards all calls immediately.

To Set
- ♦ Lift Handset and press **FDA** Key or Dial Access code_***1**
- ♦ Dial destination number.
- ♦ Replace Handset.

To Cancel
- ♦ Lift handset and press **FDA** key**,** or dial Access Code _**#1**.

CALL FORWARD NO ANSWER

Forwards calls only after 4 – 6 rings.

To Set
- ♦ Lift Handset and press **FDN** Key or Dial Access code__***2**.
- ♦ Dial destination number.
- ♦ Replace Handset.

To Cancel
- ♦ Lift handset and press **FDN** key**,** or dial Access Code _**#2.**

CALL FORWARD BUSY

Forwards calls when your extension is busy.

To Set
- ♦ Lift Handset and press **FDB** Key or Dial Access code_***2**
- ♦ Dial destination number.
- ♦ Replace Handset.

To Cancel
- ♦ Lift handset and press **FDB** key, or dial Access Code __**#2**

LOGIN/LOGOUT

For IP Phones only.

To Login
- ♦ Enter Login code and press **SET** Soft key.
- ♦ Enter password and press **OK** Soft key.

To Logout
- ♦ Press **LOGOUT** key. (Display will show LOGOUT?)
- ♦ Press **LOGOUT** key again and wait a few seconds for handset to logout.

CALL PICK UP

To answer a ringing extension in your group :

- ♦ Lift handset and press **PICK** Soft key or dial Access Code_***4**

For answering ringing extensions not in your group:
- ♦ Lift handset, dial Access Code _**#4** plus ringing extension number.

VOICECALL

Allows a user to intercom other Digital handsets.

- ♦ Lift handset and dial extension number.
- ♦ Press **VOICE** Soft key and speak over the intercom.

PROGRAMMING SPEED NUMBERS

To Store Numbers using One-Touch Keys:

- ♦ Press **Feature** button.
- ♦ Press an available **One-Touch Speed Calling** key.
- ♦ Enter either extension number or external number including '**0'** for an outside line.
- ♦ Press **Feature** button.

To Access
- ♦ Press desired **One-Touch Speed Calling** key or press Speaker and **One-Touch Speed Calling** key to call number.

DISPLAY

To adjust the Display:

Press the Cursor button up or down while the phone is idle.

SPEAKER/RECEIVER VOLUME

To adjust the Speaker/Receiver Volume:

Press the Cursor button up or down during conversation

RINGER VOLUME

To adjust the Ringing Volume:

Press the Cursor button up or down during ringing.

SHORTCUT MENU

The user can access the shortcut menu by pressing the Enter key (Center Cursor button).

To set the Voice Mail number in the Shortcut Menu:
- ♦ From the idle display, (Do not lift handset).
- ♦ Press the **FEATURE** button.
- ♦ Press the **Enter** key.
- ♦ Enter the Voice Mail pilot number.
- ♦ Press **FEATURE** button to save.

To use:
- ♦ Do not lift handset.
- ♦ Press the **Enter** key.
- ♦ Select either Missed Calls to see the missed calls menu, or Voice Mail to dial the voice mail pilot.