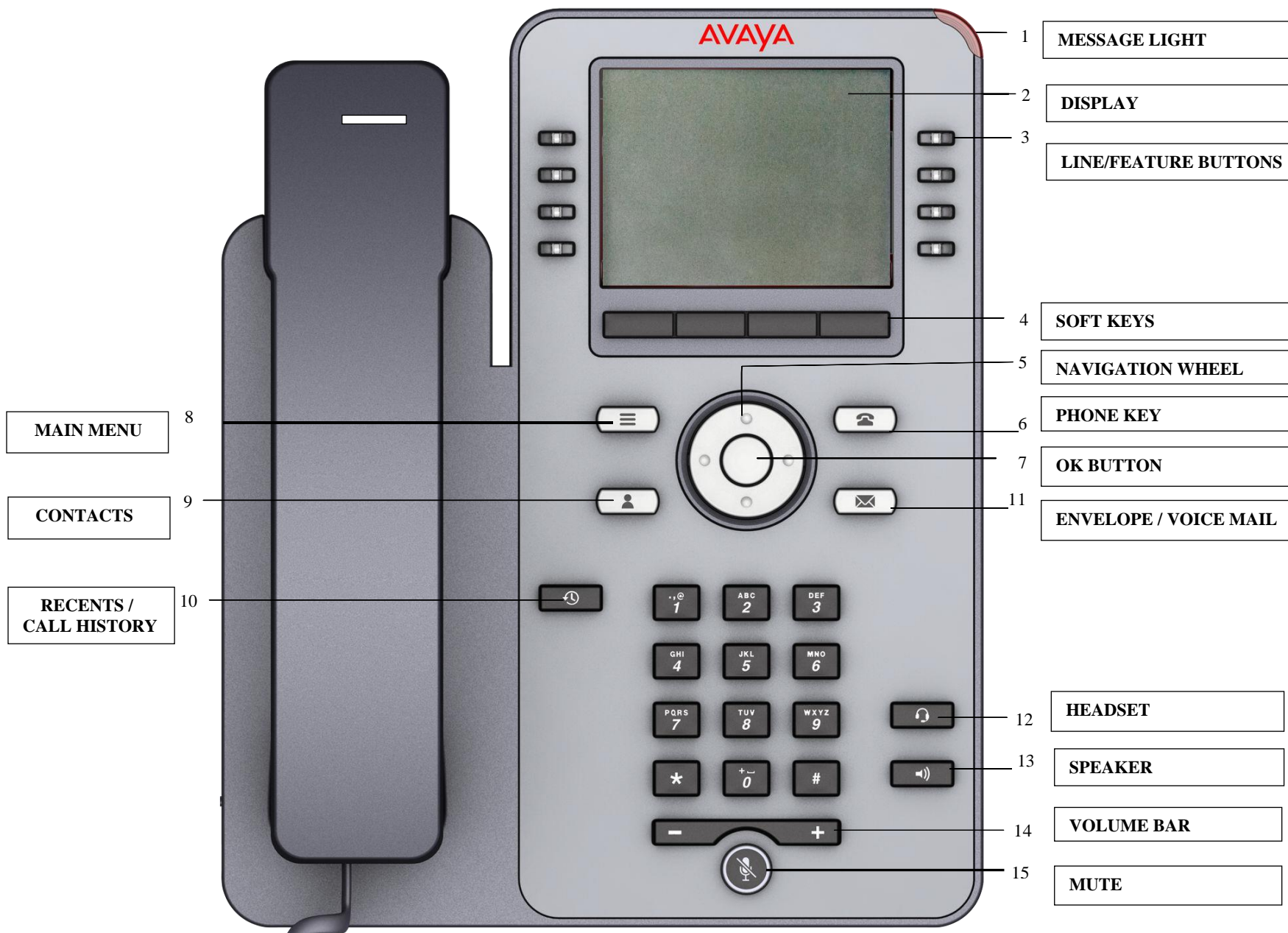










J169 TELEPHONE INSTRUCTIONS




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TELEPHONE OVERVIEW

MESSAGE LIGHT (top right corner)	The Message Light <ul style="list-style-type: none"> Displays a flashing red light to indicate an incoming call and a solid red light to indicate a voice mail message.
YOUR PHONE DISPLAY	Your Phone Display Contains the Following Information <ul style="list-style-type: none"> Displays information such as date, time, soft key labels, and menu items. <ul style="list-style-type: none"> ◆ If there is a scroll bar or a line indicator at the right of the phone display, use the Up and Down Arrow keys to scroll up and down.
SOFT KEYS	The Soft keys <ul style="list-style-type: none"> Displays screen-specific commands.
NAVIGATION WHEEL AND THE OK BUTTON 	Up and Down Navigation Arrows <ul style="list-style-type: none"> Use the Up and Down Navigation Arrows to scroll through lists. Right and Left Navigation Arrows <ul style="list-style-type: none"> Use the Right and Left Navigation Arrows when required. OK Button <ul style="list-style-type: none"> Selects the function assigned to the left soft key.
PHONE BUTTON 	The Phone Button <ul style="list-style-type: none"> Displays the phone main screen.
MAIN MENU BUTTON 	The Main Menu Button <ul style="list-style-type: none"> Displays the menu options, features and other phone settings.
CONTACTS BUTTON 	The Contacts Button <ul style="list-style-type: none"> Displays the entries in your contact list.
RECENTS (CALL HISTORY) BUTTON 	The Recents (Call History) Button <ul style="list-style-type: none"> Displays all call history list.
VOLUME BUTTON	The Volume Button <ul style="list-style-type: none"> Increases or decreases the volume of the handset, headset or speaker when you are on a call. Adjusts the ringer volume when you are not on a call.
HEADSET BUTTON 	The Headset Button <ul style="list-style-type: none"> Activates and deactivates the headset.
ENVELOPE BUTTON 	The Envelope (Voice Mail) Button <ul style="list-style-type: none"> Provides access to the voice mail system.
SPEAKER BUTTON 	The Speaker Button <ul style="list-style-type: none"> Activates and deactivates the speakerphone. You can also lift the handset to deactivate the speakerphone.

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<p>MUTE BUTTON</p> 	<p>The Mute Button</p> <ul style="list-style-type: none"> • Mutes and unmutes the microphone. Prevents the other person on the line from hearing you. <ol style="list-style-type: none"> 1. Press the Mute button. The other party cannot hear you. <ul style="list-style-type: none"> ◆ <i>The Mute button is illuminated when you press mute.</i> 2. To reinstate two-way conversation, press the Mute button again.
<p>MAKING A CALL</p>	<p>To Make a Call</p> <ol style="list-style-type: none"> 1. Lift the Handset, press the Speaker button or press the New Call soft key. 2. Press the digits on the dial pad. <ul style="list-style-type: none"> ◆ For outside calls, dial [9] followed by the number. ◆ For internal calls, dial the [4] digit number. ◆ <i>The phone initiates the call when the inter-digit timer times out (when the dial mode is set to Auto).</i> 3. Press the Call soft key (if required).
<p>ANSWERING A CALL</p>	<p>When you receive a call, the phone generates audio/visual alerts and displays the name or number of the incoming call.</p> <p>To Answer an Incoming Call, Do One of the Following:</p> <ul style="list-style-type: none"> • Lift the Handset, press the Headset button, press the Speaker button, press the OK button, press the Answer soft key or press the Ignore soft key.
<p>ANSWERING A CALL WHEN ON ANOTHER CALL</p>	<p>When you receive another call while you are on a call, the phone will ring once. You will then receive a visual alert (the line will flash) for the duration of the call.</p> <p>To Answer a Call when on Another Call</p> <ul style="list-style-type: none"> • To answer the second call, press the Answer soft key or press the OK button. <ul style="list-style-type: none"> ◆ <i>The phone puts the first call on hold and moves to the second call.</i>
<p>ENDING A CALL</p>	<p>To End a Call</p> <ul style="list-style-type: none"> • Hang up the Handset. • If using the speakerphone, press the Speaker button or press the End Call soft key.
<p>HOLD</p>	<p>To Place a Call on Hold</p> <ul style="list-style-type: none"> • To put an active call on hold, press the Hold soft key. <ul style="list-style-type: none"> ◆ <i>The green light will flash.</i> <p>To Resume the Held Call</p> <ul style="list-style-type: none"> • To resume the call, press the Resume soft key or press the OK button.
<p>TRANSFER Sends a call from your extension to another extension.</p>	<p>To Transfer a Call (Now/Talk Option)</p> <ol style="list-style-type: none"> 1. While active on a call, press the Transfer soft key on the bottom of the display. <ul style="list-style-type: none"> ◆ <i>The call is automatically put on hold and the second line becomes active.</i> 2. Dial the Destination Number (extension) to which you want to transfer the call. 3. Press the Call soft key. 4. Press the Now soft key to transfer the call <u>without announcing</u> the caller. <p>OR</p> <p>Press the Talk soft key to transfer the call <u>with announcing</u> the caller.</p> <ol style="list-style-type: none"> 5. Hang up or press the Complete soft key on the bottom or the display to complete the transfer. <ul style="list-style-type: none"> ◆ <i>If you press a wrong key while dialing, press the Backspace soft key.</i> ◆ <i>To stop the transfer and return to the caller, press the Cancel soft key.</i>

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<p>CONFERENCE Allows you to conference up to 6 parties including yourself on one call.</p>	<p>To Make a Conference Call</p> <ol style="list-style-type: none"> 1. While on an active call (from the Phone screen), press the Conf soft key (or the More soft key if needed). ◆ <i>The phone puts the existing call on hold.</i> 2. Dial the number of third participant. 3. Press the Call soft key. ◆ <i>The third participant answers the call.</i> 4. Press the Join soft key. 5. To add another person, press the Add soft key and repeat steps 2-4. ◆ <i>To stop the conference and return to the caller, press the Cancel soft key.</i>
<p>DO NOT DISTURB / SEND ALL CALLS Immediately sends all your calls to your coverage path.</p>	<p>To Activate and Deactivate Do Not Disturb / Send All Calls</p> <ol style="list-style-type: none"> 1. Press the line button next to Do Not Disturb / Send All Calls to activate the feature. ◆ <i>You may hear a ring-ping tone from your voice terminal as each call is forwarded.</i> ◆ <i>The Do Not Disturb / Send All Calls button light is now green (active).</i> 2. Press the line button next to Do Not Disturb Send All Calls again to deactivate the feature. ◆ <i>The Do Not Disturb / Send All Calls button light is now red (not active).</i>
<p>CALL FORWARD Temporarily forwards all your calls to another extension or number. Remember to add (9) and plus (1) when needed to an external number. Note: If forwarded call is not answered, it will cover to original extension's voice mailbox.</p>	<p>To Activate Call Forward</p> <ol style="list-style-type: none"> 1. Press the line button next to Call Forward. 2. Dial the extension number where calls are to be forwarded. 3. Press the Enter soft key. ◆ <i>The Call Forward button light is now green (active).</i> <p>To Deactivate Call Forward</p> <ol style="list-style-type: none"> 1. Press the line button next to Call Forward to deactivate the feature. ◆ <i>The Call Forward button light is now red (not active).</i>
<p>CALL PICKUP (Select Users Only) Allows you to answer a call at your telephone for another extension in your pickup group.</p>	<p>To Use Call Pickup</p> <ol style="list-style-type: none"> 1. Use the Navigation Arrows to locate the Call Pickup feature. 2. Press the line button next to Call Pickup. ◆ <i>The telephone stops ringing, and you are connected to the call.</i>
<p>BUSY INDICATOR/ONE TOUCH DIAL BUTTON (Select Users Only) Provides a busy indicator light and one touch dialing to a pre-programmed extension.</p>	<p>Busy Indicator</p> <ul style="list-style-type: none"> • Press the Down Arrow, if necessary, to view the Busy Indicator(s). ◆ <i>Busy Indicators are labeled (for example, Busy XXXX or BI XXXX).</i> ◆ <i>The LED light will illuminate when a busy indicator's extension is in use.</i> <p>One Touch Dial Button</p> <ul style="list-style-type: none"> • Press the Down Arrow, if necessary, and press the appropriate One Touch Dial button to automatically call the pre-programmed extension.
<p>BRIDGED CALL APPEARANCE (Select Users Only) Provides a unique extension number that is shared among multiple users to communicate through a single call appearance. You can make, receive, and join a call on behalf of the owner by using the bridged appearance.</p>	<p>Answering a Bridged Line Call When you receive a call from a bridged line, the phone screen displays the bridge owner's identity. If you receive more than one bridged call, the phone screen highlights the recent bridged call.</p> <ol style="list-style-type: none"> 1. Lift the Handset, press the Speaker button, press the OK button, or press the Answer soft key. Note: For multiple bridged call appearances, press the line key of the bridged number that you want to answer and continue with Step. 1. <p>Joining a Call on a Bridged Line</p> <ol style="list-style-type: none"> 1. While active on a call, from the Phone screen, select an active bridge line number. 2. Press the Bridge soft key. <p>Making a Call on a Bridged Line</p> <ol style="list-style-type: none"> 1. Press the line key of the bridged number that you want to use.

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CONTACTS

You can save a maximum of 250 contacts.

To Add a New Contact

1. If there is no contact in the contacts list, press **Contacts >New** or press **Main Menu > Applications >Contacts >New**. OR If there is at least one contact in the contacts list, press **Contacts >More >New** or press **Main Menu > Applications >Contacts >More >New**.
2. Use the dial pad to enter the name.
 - Press the number key that corresponds to the letter or number that you want to enter.
 - If the characters are on the same key, pause before entering the next character.
 - To enter a space, press [0].
 - Enter the remaining letters or numbers.
 - To enter a symbol, press **More >Symbol**. Use the navigation arrows to highlight the symbol that you want to enter and press **Insert**.
 - To delete the last character, press the **Bksp** soft key.
3. Enter the number.

Note: The contact number can include uppercase and lowercase letters, numbers 0-9, and special symbols, such as comma (,), plus (+), and dot (.).
4. Press **Save**.

To View the Contact Details

You can make a call, edit or delete a contact from the details (must have at least 1 contact in the contacts list).

1. Press **Contacts** or press **Main Menu >Applications >Contacts**.
2. Use the **Up** and **Down Arrows** to **select** the contact you want to view.
3. Press **Details**.
 - To call a contact, press **Call**.
 - To edit a contact, press **Edit**.
 - To delete a contact, press **Delete**.

Note: You may need to press the **More** soft key to see all options.

To Make a Call from the Local Contacts List

1. Press **Main Menu >Contacts**.
2. Press the **Search** soft key.
3. Press the digits on the dial pad that correspond to the letters of the name of the person you want to call. For example, press 764 to search for someone whose name is Smith.
4. Press either the **Call** soft key or the **OK** soft key to start a call to the selected number.

RECENTS / CALL HISTORY

To View the Call History Details

1. Press **Recents** or press **Main Menu >Applications >Recents**.
2. Use the **Up** and **Down Arrow** keys to **select** the number that you want to view.
3. Press **Details**.
 - ◆ *The phone displays the details of the selected call such as incoming call icon, outgoing call icon or missed call icon, name, extension number, time, date, and duration.*

To Add an Entry from Call History to your Contacts List

1. Press **Recents** or press **Main Menu > Applications >Recents**.
2. Use the **Up** and **Down Arrow** keys to **select** the entry you want to add to your Contacts list.
3. Press the **+Contacts** button.
4. Edit name and telephone number, if necessary.
5. Press the **Save** soft key.

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RECENTS / CALL HISTORY (Continued)	<p>To Make a Call from Call History</p> <ol style="list-style-type: none">1. Press Recents or press Main Menu > Applications > Recents.2. Use the Up and Down Arrow keys to select the number that you want to call.3. Press either the Call soft key or press the OK soft key. <p>To Delete a Call Record from Call History</p> <ol style="list-style-type: none">1. Press Recents or press Main Menu > Applications > Recents.2. Use the Up and Down Arrow keys to select the number that you want to delete.3. Press Details.4. Press Delete.5. Select one of the following when the phone prompts for confirmation:<ul style="list-style-type: none">• Delete: To delete a call record from the call history.• Cancel: To cancel and return to the previous menu. <p>To Clear the Call History Menu</p> <ol style="list-style-type: none">1. Press Recents or press Main Menu > Applications > Recents.2. Press Delete (All).3. Press Recent (All Calls Screen).4. Select one of the following when the phone prompts for confirmation:<ul style="list-style-type: none">• Delete: To delete “all call records” from the call history.• Cancel: To cancel and return to the previous menu.
CALL SETTINGS	<p>To Adjust the Brightness of a Phone Screen.</p> <ol style="list-style-type: none">1. Press Main Menu > Settings > Display.2. Select Brightness.3. Use the Left and Right Arrow keys to increase or decrease the brightness. Press Save or Back. <p>To Set a Personalized Ring Tone</p> <ol style="list-style-type: none">1. Press Main Menu > Settings > Audio.2. Use the Down Arrow key to scroll to Personalized Ringing and press Select.3. Scroll to Primary (or Bridged Call Appearance, Call Pickup or Team Key) and press Select.4. Use the Up and Down Arrows to review a ring type and press Play.5. Press Select to choose the required ring tone. Press Save. <p>To Change the Background Image</p> <ol style="list-style-type: none">1. Press Main Menu > Settings > Display > Background > Primary Display.2. Scroll down to the new image (recommend using Default Image 2-Dark).3. (Optional) - Press Preview to preview the image, and then press Dismiss.4. Press Select to choose the image. Press Save. <p>Turning Error Tones “On” and “Off”</p> <ol style="list-style-type: none">1. Press Main Menu > Settings > Audio.2. Use the Down Arrow key to go to the Error Tones screen.3. Press Toggle to turn error tones “on” or “off.” Press Save. <p>To Customize a Phone Key/Button (Label or Move a Button)</p> <ol style="list-style-type: none">1. Press Main Menu > Settings > Phone.2. Use the Down Arrow key to select Phone Keys Customization.3. Press Customize Key.4. Use the Navigation keys to select the line key/button.5. To <u>relabel</u> a button, press the Relabel soft key and type the name of the label. Press the OK button.

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CALL SETTINGS (Continued)	<p>OR</p> <p>5. To <u>move</u> a button, press the Move soft key. Use the Navigation Arrows to move the selected line key.</p> <ul style="list-style-type: none">◆ <i>If the new location is empty, press Select.</i>◆ <i>If the new location is already assigned a key, press Swap.</i> <p>To Label an Add-On Module Key/Button</p> <ol style="list-style-type: none">1. Press the Edit button on the bottom of the module.2. Press the LED button of the item you wish to relabel.3. Remove the old information and type in the new label using the multi-tap method pressing each key multiple times to display the proper alpha character needed.4. Press the green checkmark.5. Continue to press the associated LED buttons until all desired labels are changed.6. Press the Phone button or Back key to exit.
ASSIGN SPEED DIAL ENTRIES Allows you to assign speed dial numbers to your contacts. You can assign up to nine speed dial entries.	<p>To Assign Speed Dials</p> <ol style="list-style-type: none">1. Press Main Menu.2. Scroll to Settings, and press Select.3. Scroll to Phone, and press Select.4. Select Assign speed dial entries.5. Use the Up and Down Arrow keys to select a Speed Dial number (1-9).6. Press Contacts to select a contact.7. Press Select to assign the contact to the selected Speed Dial number. You can assign only one contact. <p>To Make a Call Using Speed Dial (Before you begin, Speed Dial Entries must be assigned.)</p> <ol style="list-style-type: none">1. Press and hold the dial key assigned to the number you want to call (i.e., 1-9 as previously assigned.)