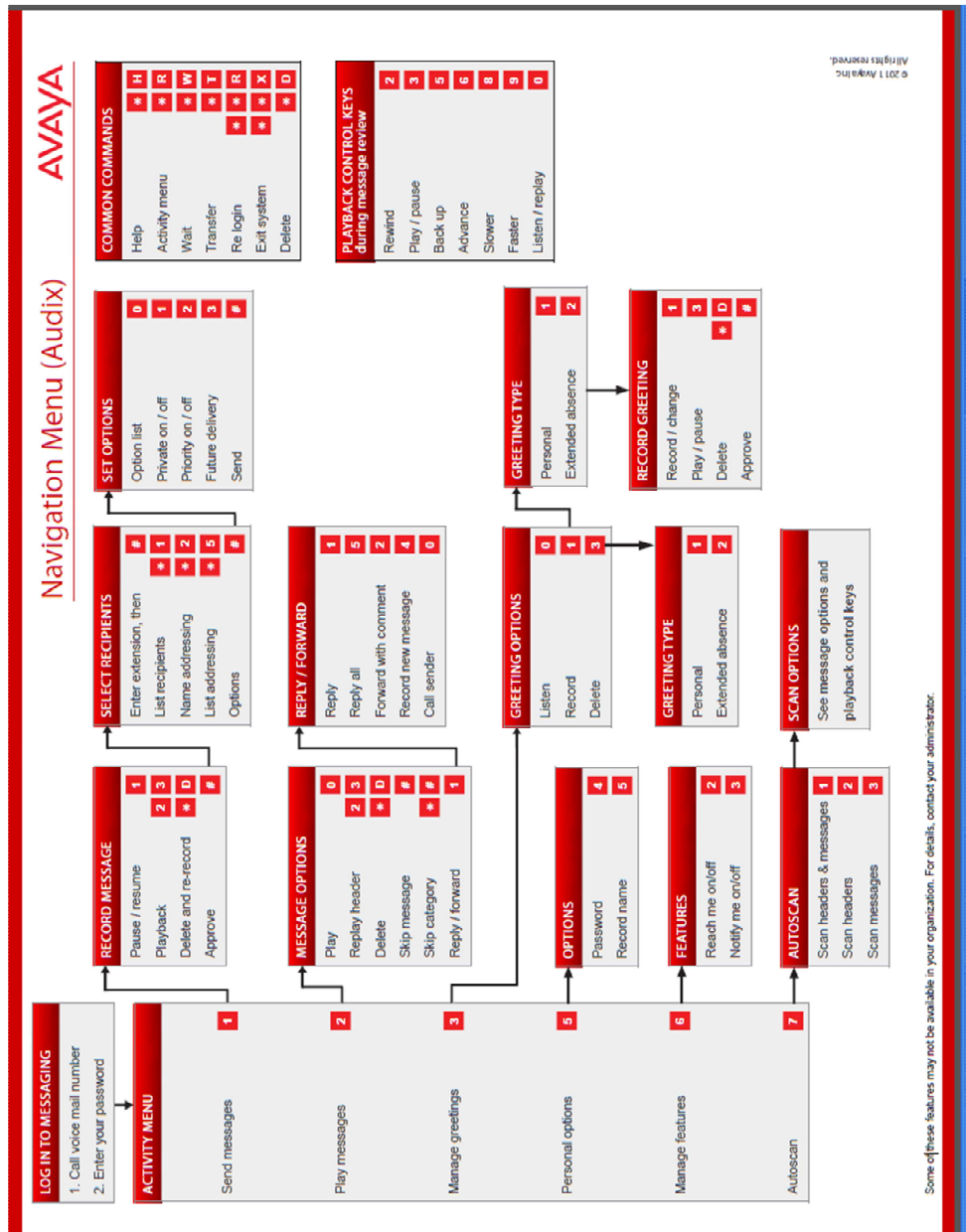


These icons are displayed on the phone screen:

- Ring** indicates an incoming call is arriving on this line.
- Active** indicates the line is in use.
- On Hold/Hold** indicates a call is on hold on this line. Or that this line's call was put on hold pending a conference or a transfer.
- Missed Calls** precedes the number of missed calls in the call log.
- Call Forward** is active.
- EC500** (extension to cellular) feature is active.

Buttons	Description/Actions
NAVIGATION BUTTONS	<ul style="list-style-type: none"> Use the up & down navigation arrows to scroll through lists. Use the left & right navigation arrows to move between menus or to move the cursor during text input. Use the "OK" button for a shortcut to an action.
MESSAGE	Press the "Message" button to access the voicemail system and messages.
PHONE	Pressing the "Phone" button exits the current call feature or menu and returns to the call screen. To access the phone feature list, press the right or left arrow key.
CONTACTS	<div> <div> <p>To Add a Contact:</p> <ul style="list-style-type: none"> Press the "Contacts" button. Press the "New" soft key. Enter the name and phone number of the new entry. Press the "Save" soft key </div> <div> <p>To Access:</p> <ul style="list-style-type: none"> Press the "Contacts" button. Use the up and down arrows to highlight the contact you wish to dial, then press the "Call" soft key or press "OK" to dial contact. <p>You can save up to 250 names & numbers.</p> </div> </div>
HISTORY (CALL LOG)	<p>Your telephone maintains a log of up to 90 calls to/from your phone. Details are available for up to 30 outgoing, incoming (answered) and missed calls.</p> <ul style="list-style-type: none"> To call a party listed in the Call Log, press the "Call Log" button. Use the up & down arrow keys to highlight the party you would like to dial. Either press the "Call" soft key or press "OK" to dial the number. To add a number from the Call Log to your Contacts press '+Contacts'.
HEADSET	<ul style="list-style-type: none"> To activate, press "Headset" button to use headset (red light is lit). To deactivate, press "Headset" button.
SPEAKER	If speaking through the handset and you wish to put a call on 'hands-free', press the "Speaker" button and replace handset.
VOLUME	Press the volume controls to adjust the volume of the ringer, handset, headset or speaker.
MUTE	Press the "Mute" button to deactivate your phone's microphone. Red light on "Mute" indicates that your voice cannot be heard. Press the "Mute" button again to continue talking.



AUDIX

Setting up Your Audix Voice Mailbox	
ACCESSING YOUR VOICE MAILBOX:	<ul style="list-style-type: none"> Press the "Message" button on your phone When prompted, enter your mailbox(extension) number then press # [If you're at your phone you don't have to enter your mailbox number] When prompted for your password, enter "12121" then press #.
RECORDING YOUR NAME:	<ul style="list-style-type: none"> If you wish you can re-record your name instead of using the system voice. Choose option 5 from the main menu and option 5 again. Follow the prompts to record & save your name recording.
RECORDING YOUR PERSONAL GREETING	<ul style="list-style-type: none"> Press 3 to "Administer Personal Greetings" [you will hear that "For all calls the system greeting is active"] Press 1 to "Create, Change or Delete a Greeting" Press 1 to select Personal Greeting 1 [you can have up to 9 different greetings recorded] Record your message after the tone. When you are finished recording, press 1 Press 2 then 3 to hear your greeting [If you wish to re-record your message press *3 to delete then 1 to re-record] When you are happy with your recording press # to confirm. Press 1 to "Use this greeting for all calls"
EXITING:	To exit the voicemail system either hang up or press **9 .

Retrieving your Voicemail Messages																				
When someone leaves a message in your voicemail box, the Message Indicator at the top of your telephone handset will light up red to show that you have voicemail messages waiting ...																				
ACCESSING YOUR VOICE MAILBOX:	<ul style="list-style-type: none">Press the "Message" button on your phone or If you're out of the office call (07) 4781 5000 from Townsville or from Cairns call (07) 4042 1400.When prompted, enter your mailbox (extension) number then press # <i>[If you're at your phone you don't have to enter your mailbox number]</i>When prompted for your password enter "12121" then press #.																			
PLAYING YOUR MESSAGES:	<ul style="list-style-type: none">Press 2 to "Receive Messages"You will hear the message header being played – date, time, number, duration of the message.Press 0 to listen to the message.When finished listening to the message, press *3 to delete the message or press # to skip to the next message header.When finished listening to all messages, hang up or press **9.																			
PLAYBACK CONTROLS:	While playing messages the following controls are available: <table><tr><td>Rewind.....</td><td>2</td><td>Skip Back.....</td><td>5</td><td>Slower.....</td><td>8</td></tr><tr><td>Pause/Resume</td><td>3</td><td>Skip Forward.....</td><td>6</td><td>Faster.....</td><td>9</td></tr><tr><td>Louder.....</td><td>4</td><td>Quieter.....</td><td>7</td><td>Replay.....</td><td>0</td></tr></table>		Rewind.....	2	Skip Back.....	5	Slower.....	8	Pause/Resume	3	Skip Forward.....	6	Faster.....	9	Louder.....	4	Quieter.....	7	Replay.....	0
Rewind.....	2	Skip Back.....	5	Slower.....	8															
Pause/Resume	3	Skip Forward.....	6	Faster.....	9															
Louder.....	4	Quieter.....	7	Replay.....	0															

Details on all features & functions of your voicemail system can be found on the next page ...

Soft Keys	Description/Steps
REDIAL	<ul style="list-style-type: none"> Press "Redial" soft key (phone can be set to re-dial last number called OR display list of last 6 numbers dialed). If list is displayed, use arrow keys to highlight number and press "OK" key to call OR press appropriate line appearance button.
SEND ALL	<p>To divert all calls to your cover path (e.g. Voicemail).</p> <ul style="list-style-type: none"> To activate press "Send All" soft key. To deactivate press "Send All" soft key.
HOLD	<ul style="list-style-type: none"> Press the "Hold" soft key. Original held call appearance becomes shaded. To retrieve caller, press the "Resume" soft key.
CONFERENCE (up to 6 parties)	<p>With the first caller on line (incoming or outgoing, internal or external call):</p> <ul style="list-style-type: none"> Press the "Conf" soft key. The call is placed on hold and next available line appearance is selected. Dial the number of next required party (internal or external) If you dial an incorrect number, press the "Clear" soft key to clear the dialed number & give you dial tone again - you can then dial another number. <p>If <i>answered</i>, press the "Join" soft key (all 3 parties are connected) If <i>not answered</i>, press the "Cancel" soft key to return to the original call.</p> <p>Repeat the above procedure using the "Add" soft key to connect additional parties (maximum of 6 including yourself) to the conference.</p> <p>Once the conference call is in progress, as the initiator, you can press the "Drop" soft key to disconnect the last party that you added to the conference.</p>
TRANSFER	<ul style="list-style-type: none"> Press the "Transfer" soft key, dial the extension number & introduce call. Press the "Complete" soft key to complete the transfer. (if you do not press complete the call will stay on your phone) <p>If you have made an error dialing the number:</p> <ul style="list-style-type: none"> Press the "Clear" soft key to clear the dialed number & give dial tone again. You can then dial another number. <p>If no answer or busy and you wish to retrieve the call:</p> <ul style="list-style-type: none"> Press the "Cancel" soft key to return to the original call.
DROP	Press the "Drop" soft key to disconnect a call and retain the line for further use if required. The "Drop" soft key is also used to disconnect the last party added to a conference call if you are the initiator of that conference call.
CLEAR	Press the "Clear" soft key to disconnect a call during Transfer and to return to the original caller. The "Clear" soft key can also be used to clear numbers on initiating a call if entered incorrectly.

Features	Description/Steps
PLACING A CALL	External: Lift handset or press "Speaker" then dial 0 followed by the number. Internal: Lift handset or press "Speaker" then dial the 5 digit extension number.
CALL PICK-UP	Press "Call Pickup" to answer another ringing phone from your pick up group.
CALL FORWARD AND CALL FORWARD ENHANCED	A diversion for all calls to another destination (e.g. another extension). <ul style="list-style-type: none"> To activate, press "CFrwd" button. Dial number where calls are to be diverted to (remember to include a '0' if it is an external number) (3 confirmation tones). To deactivate, press "CFrwd" button. Enhanced call forward allows the user to specify a different destination for internal and external calls if required. Follow prompts on the screen.
DIRECTORY, NEXT & MAKE CALL	To access the internal telephone directory to find names & extension numbers: <ul style="list-style-type: none"> Press the "Directory" button. Enter the <u>surname</u> using telephone keypad. (not like text messaging) Press "Next" to scroll through the matching entries. Press "Make Call" to call the name shown on the display.
CALL PARK & RETRIEVE	<ul style="list-style-type: none"> To park a call, press the "Call Park" button and HANG UP. The call will then be parked to the extension number that you used to park the call from. To retrieve a parked call Press the "Park Retrieve" soft key, followed by the number of the extension where the call was originally parked. The call will then be delivered to the extension that you are currently on.

Menu Options		
HOME (OPTIONS & SETTINGS)	<ul style="list-style-type: none"> Press "Home" button. Use up & down arrows to highlight "Options and Settings". Press "OK" button. Call Settings: Set the redial option; set the phone display screen upon answering or calling option; set the display of call timers; set visual alerting; and set the audio path. Application Settings: Set call log, personalize button labels or reset default button labels. Screen and Sound Options: Set brightness; set contrast; set personalized ringing and screen width. 	
LOGGING OFF THE PHONE EXTENSION ('HOME' button)	<ul style="list-style-type: none"> Press "Home" button. Use up and down arrow keys to highlight "Log Out". Press "OK" button or "Log Out" soft key. Press "Log Out" soft key to confirm. 	Reinstating the Phone After a Logoff <ul style="list-style-type: none"> Using the dial pad, enter your Extension number, then press "Enter" soft key. Using the dial pad, enter your Password, then press "Enter" soft key. (Your password is the same as your extension number)

Additional Feature Buttons (where programmed)	
TEAM BUTTON	<p>The TEAM button has a number of functions:</p> <ul style="list-style-type: none"> Display: Shows when the monitored extension is active on a call. Notify/Pickup: The TEAM button will ring when there is an incoming call to the monitored extension. Pressing the TEAM button once will display the incoming caller, pressing again will answer the call. Call: When the TEAM button is pressed, it acts as a speed dial to call the extension.
BUSY INDICATOR	The "Busy" button shows when the monitored extension is active on a call. When the "Busy" button is pressed, it acts as a speed dial to call the extension.
SPEED DIAL	Press the "Speed Dial" feature button followed by the 3 digit code to dial preprogrammed numbers such as mobiles or other offices.
EXTENSION TO CELLULAR – EC500 & EXTEND CALL	<p>Extension to Cellular (EC500) allows your mobile to function as an extension of your office phone. When EC500 is active incoming calls will ring on both your office extension & your mobile phone. To activate EC500:</p> <ul style="list-style-type: none"> Press the "EC500" button. Incoming office calls will now ring on both your extension & mobile phone. To deactivate, press the "EC500" button. <p>EC500 enables you to switch calls between your office & mobile phones when you are in the office. To move an active call from your mobile to your office phone:</p> <ul style="list-style-type: none"> Press the active line appearance on your office phone. As you are now conferenced on the call, hang up on your mobile phone. <p>To move an active call from your office phone to your mobile phone:</p> <ul style="list-style-type: none"> Press the "Extend Call" button on your office phone. When your mobile rings, answer the incoming call. As you are now conferenced on the call, hang up your office phone.