Important Safety Information

To prevent the unexpected danger or damage please read this information before installing and repairing the phone. There are "**Warning**", it means as follows;

> ⚠ **Warning:** To reduce the possibility of electric shock, do not expose your phone to high humidity areas, such as a bathroom, swimming area, etc.

⚠ Warning

1. Only trained and qualified service personnel shall install, replace or service the phone.

2. Do not spill liquid like water on the phone. **If so, call for the service center as this may result in a fire or an electric shock.**

3. If you see smoke or smell something during, unplug the phone line. Call for service centre immediately.

4. Do not tug the power cord or the phone line. **This may result in a fire, an electric shock or equipment damage.**

5. Do not use the phone during a thunderstorm. Lightning strike may result in a fire, severe electrical or acoustic shock.

6. Ensure that children do not pull on phone cords. This may injure children or result in equipment damage.

7. The ear-piece houses a magnetic device which may attract pins or small metal objects. Keep handset clear of such objects and check before use.

8. Avoid placing the phone in an area that is dusty, damp or subject to vibration.

9. Choose a site that is dry and well ventilated.

10. Do not put the heavy things on the phone.

11. Do not drop or throw the phone.

12. Static electricity discharge will damage electronic components.

13. Keep out of direct sunlight and away from heat.

14. No user serviceable parts inside. No not insert a screw driver or any metal objects into the phone. This may cause electric shock or damage the equipment and will render the warranty void.

15. Clean the phone with a soft, dry cloth only. Do not use volatile liquids such as petrol, alcohol or acetone as this may cause a fire or result in discoloration or damage to plastics. Do not clean with wax or silicon products as these may enter the equipment and cause operation to become unreliable.

Disposal of your old appliance

1. When this crossed-out wheeled bin symbol is attached to a product it means the product is covered by the European Directive 2012/19/EC.

2. All electrical and electronic products 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 will help prevent potential negative consequences for the environment and human health.

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

Button		Description
4	**LCD Display**	Displays information about telephone status, dialing directories, and test message information
5	**3 Soft**	Used in conjunction with fixed and flexible features, and the function changes in relation to call progress, as indicated on the LCD display.
6	**Visual LED**	Illuminates when the phone is ringing.
7	**Flexible Buttons**	Some flexible buttons are pre-programmed in the system for line appearances, loop functions etc. The remaining flexible buttons can be user-programmed.
8	**Hands-free Microphone**	Microphone is used for hands-free speakerphone function
9	**Trans/PGM**	This button is used to initiate a call transfer (TRS) or to enter programming mode (PGM).
	Speed	Used to access speed dialing, speed programming, save number redial, and last number redial.
	DND	The DND (Do Not Disturb) feature blocks all incoming calls. When DND is active, the red LED in this button is illuminated.
	Call Back	A station can initiate a call back request to a busy station. Once that station becomes idle, the initiating station is signaled.
10	**Nav Button**	Navigate through (and make selections on) the display/menus
11	**Volume**	The volume button adjusts the audio levels for ringing, handset and speakerphone functions.
12	**Hold/Save**	This button is used to put a call on hold or save information when programming.
14	**Speaker**	Speaker toggles the speakerphone state, and the red LED is illuminated when the speakerphone is active.

LDP Keyset User Operation

Receiving calls _ Answering a Call While Idle :
1. Lift the handset and press the flashing Flex button (as needed), the call will be connected.

Responding to a Call While Busy
1. Press **[Hold/Save]** and/or
2. Press the flashing CO line button.

Answering Calls to Other Stations
To answer a call ringing at another station:
1. Lift the handset,
2. Dial 7 (Directed Call Pick-Up code),
3. Dial the Intercom Number of the ringing station; the call will be connected.

To answer a call ringing at a station in your group:
1. Lift the handset,
2. Dial * * (Group Call Pick-Up code), the call is connected.

Using Do-Not-Disturb (DND) to Block Incoming Calls
To toggle DND ON and OFF:
1. Press the **[DND]** button.

Forwarding calls to another Station or Voice Mail
To activate Call Forward from your phone to another phone or internal system resource:
1. Lift the handset,
2. Press the **[Fwd]** Soft button,
3. Dial the type of forward code 1-4
4. Dial the destination number.

Placing Intercom calls
To place an Intercom call:
1. Lift the handset,
2. Dial the Intercom number of the desired station,
3. On answer or Splash tone, speak to the called party.

Using Camp-On when calling a busy station
To Camp-On (wait off-hook) for a busy station:
1. Press **[*]** and wait an answer.

Using Last Number Redial (LNR)
To dial the Last Number for an external call:
1. Lift the handset,
2. Select the **[Redial]** Soft button,
3. Press **[▼ volume ▲]** to select from the last 10 numbers dialed,
4. Press the **[Send]** Soft button or **[Hold/Save]**.

Using System Speed Dial Numbers
To place a call using System Speed Dial:
1. Lift the handset,
2. Press the **[Speed]** button,
3. Dial the desired System Speed Dial bin number

Using and Entering Station Speed Dial Numbers
To place a call using Station Speed Dial:
1. Lift the handset,
2. Press **[Speed]**,
3. Dial the desired Station Speed Dial bin number

To enter a Station Speed Dial number with CO Line and Name:
1. Press **[Trans/PGM]**,
2. Press **[Speed]**,
3. Dial the desired Station Speed Dial bin number,
4. Select/dial the CO line/group,
5. Dial the desired number to be stored,
6. Press **[Hold/Save]**,
7. Enter the associated name if desired, using the alpha-numeric entry chart,
8. Press **[Hold/Save]**.

To assign a Station Speed Dial number directly to a Flex button:
1. Press **[Trans/PGM]**,
2. Press the desired **[Flexible]** button,
3. Dial the desired number including CO Line/Group access code
4. Press **[Hold/Save]**,
5. Enter the associated name if desired, using the Character Entry chart,
6. Press **[Hold/Save]**.

ACNR: To retry a busy external number until answered
To set up an ACNR, while on an outgoing call:
1. Use the Navigation button to display the next menu and select the **[ACNR]** Soft button,
2. Hang-up handset.

To cancel the ACNR request:
1. Press the **[ACNR]** Soft button.

Call Transfer: Sending a call to a different destination
To Transfer an active call:
1. Press **[Trans/PGM]**,
2. Call receiving party,
3. Hang-up with or without announcement.

Call Hold: Placing a call in a waiting state
To place a call on Hold:
1. Press **[Hold/Save]**.

Joining Multiple People in a Conference
To establish a Conference:
1. Establish call with one of the desired conference parties,
2. Select the **[Conf]** Soft button,
3. Establish call with the other conference party,
4. Select the **[Conf]** Soft button,
5. Select the **[Conf]** Soft button again to establish the conference**.**

To place a Conference on Hold:
1. Press the **[Hold/Save]** button.

To retrieve the Conference:
1. Select the **[Conf]** Soft button.

To make an External-parties-only Conference:
1. Establish conference with two external parties,
2. Select the **[Conf]** Soft button to exit.

To enter pre-opened Conference Room:
1. Dial 5 7 X when X is the conference room number.

User Program Codes for SUMMIT

- ▶ Press the **[Trans/PGM]** button
- ▶ Enter the desired feature code below table

CODE	FUNCTION	CODE	FUNCTION
11	Station Ring Type	51	Set Preselected: Custom Message
12	CO Ring Type	52	PGM Custom Message
13	Answer Mode	53	Active Conference Room
14	Call Coverage Attribute	54	De-active Conference Room
15	Station Ring Download	55	Monitor Conference Group
19	EAR-Mic. Headset	61	Headset or Speaker Mode
21	COS Down	62	Headset Ring Mode
22	COS Restore	71	LCD Display Language
23	Walking COS	72	MPB Version
24	ICR Scenario	73	BGM
25	LIP Keyset Status	74	Register STA Name
26	Call Profile	75	Display Phone IP Address
31	Message Retrieve Method	76	Change Phone IP Address
32	Message Retrieve Example	77	Display MAC Address
33	User Authorization Register	78	Network Configuration
34	DID DISA Call Wait	79	Display Phone Version
35	Choice Executive/Secretary Message	7*	Display Add-On Package
36	Send SMS Message	*0	Hot Desk Login
37	Register Mobile – Extension	*6	Set Forced Forward Destination
38	Active Mobile-Extension	*7	Forced Forward to Destination
39	Register Mobile CLI	*8	Register Bluetooth (N/A)
30	VM Mobile Notify	*9	Bluetooth Usage (N/A)
41	Set Wake Up Time	**	Hot Desk Log Out
42	Wake Up Disable	*#	Enter Admin