Your Phone

① Handset

② Base Station

③ Charger Cradle

④ Call history

⑤ Line Status

⑥ Place internal call

⑦ Directory

⑧ Decrease ringer volume

⑨ Increase ringer volume

Basic Operations

Turning Handset On/Off:

- Press 📞 , then the LCD screen lights up.
- Place the Handset in the charger cradle to turn on automatically.
- Long press 📞 again to turn the Handset off.

Locking/Unlocking keypad:

- Long press `# 🔒` when the Handset is idle to lock the keypad.
- Long press `# 🔒` again to unlock the keypad.

Switching Silent Mode On/Off:

- Long press `* *` when the Handset is idle to lock the keypad.
- Long press `* *` again to unlock the keypad.

Access the Directory

- Press the **OK** key to enter the main menu, and then select **Directory**.

To add a contact

1. Press the **OK** key to enter the main menu, and then select **Directory**.
2. Press the **Options** soft key, and then select **New Contact.**
3. Enter the desired values in the **Name, Number** and **Mobile** fields.
4. Press the **Save** soft key to accept the change.

To edit a contact

1. Press the **OK** key to enter the main menu, and then select **Directory.**
2. Press ▲ or ▼ to highlight the desired entry.
3. Press the **Options** soft key, and then select **Edit.**
4. Edit the values in the **Name, Number** and **Mobile** fields.
5. Press the **Save** soft key to accept the change.

To delete a contact

1. Press the **OK** key to enter the main menu, and then select **Directory.**
2. Press ▲ or ▼ to highlight the desired entry.
3. Press the **Options** soft key, and then select **Delete** to delete the selected entry.

Make a Call

Enter the desired number when the handset is idle, and then press 📞 .

To place a call from the local directory

1. Press ▼ when the handset is idle.
2. Press ▲ or ▼ to highlight the desired entry, and then then press 📞 .
   If both the office number and mobile number are stored, press ▲ or ▼ to highlight.
   the desired number, and then press 📞 again.

Answer a Call

Press the **Accept** soft key.

Put a Call on Hold

1. Press the **Options** soft key during a call, and then select **Hold**.
2. If there is only a call on hold, press the **Resume** soft key.

Transfer a Call to Another Person

1. Press the **Options** soft key during call, and then select Transfer.
2. Enter the number you want to transfers the call to.
3. Press **Transfer** soft key.

Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press **Speakerphone** 🔊 .

Mute Your Audio

1. Press **Mute** key.
2. Press **Mute** again to turn mute off.

Listen to Your Voice Messages

Press **Messages** keys and follow the voice prompts. To check messages for a specific line, press the line button first.

Adjust the Volume in a Call

Whilst in call, press ◀ or ▶ .

Adjust the Ringtone Volume

Press ◀ or ▶ , whilst

Handset Registration

The handset in the W52P package is pre-registered to the base station. Internal handset number and name display on the idle screen after turning the handset on. I f your handset is not pre-registered to the base station, do one of the followings to register it manually:

- If the handset LCD screen prompts "Searching for Base", long press 📡 on the base station till the registration LED flashes. Then press the **OK** key to enter the main menu, and then select **Settings → Registration → Register Handset** to register the handset.

- If the handset LCD screen prompts "Press base page 2s then press OK", long press 📡 on the base station till the registration LED flashes.
  Then press the **OK** soft key on the handset.

Notes