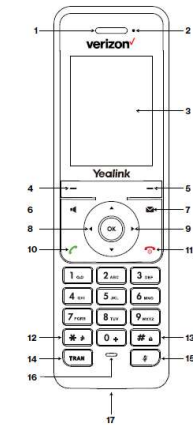


One Talk Phone Quick Guide

W60

Item	Description
1 Earpiece speaker	Outputs call audio through the earpiece when not using the speakerphone or a headset.
2 Power indicator LED	Indicates the status of phone power and call status, message status and charging status. <ul style="list-style-type: none"> Incoming call: flashes red fast Voice mail or missed call: flashes red slow Battery charging: solid red
3 LCD screen	Displays information about calls, messages, soft keys, time, date and other relevant data, such as: <ul style="list-style-type: none"> Signal strength Battery status Caller ID Call history Incoming caller information Menus Line status
4 Left dash soft key	Accesses call history.
5 Right dash soft key	Checks the line status.
6 Speakerphone key	Answers an incoming call in speakerphone mode and toggles the speakerphone on and off.
7 Message key	Accesses missed calls and voice mails.
8 Navigation arrow keys	Navigates menu options, as well as the following: <ul style="list-style-type: none"> Left arrow decreases ringer volume. Right arrow increases ringer volume. Up arrow places an intercom call to other handsets. Down arrow accesses contact directory.
9 OK key	Enters menu and confirms menu actions.
10 Call key	Initiates and answers calls in earpiece mode. Also lets you view the last number dialed and then redial that number.



Item	Description
11 End/power key	Ends current calls, rejects incoming calls and lets you return to a previous menu screen. Also, holding it down powers on or powers off the handset.
12 Asterisk key	Allows you to enter special characters. Additionally, holding it down for a few seconds toggles the handset in and out of silent mode.
13 Pound key	Allows you to switch between input modes. Additionally, holding it down for a few seconds can lock or unlock the keypad.
14 Transfer key	Transfers a call to another party.
15 Mute key	Mutes and unmutes the handset speaker.
16 Microphone	Picks up audio during earpiece and hands-free calls.
17 Headset jack	Allows you to plug in a 3.5 mm headset audio jack.

Item	Description
1 Paging/sync key	<ul style="list-style-type: none"> Locates a misplaced handset. Registers a handset. Resets the base station to factory settings.
2 Registration LED	Indicates the mode of the base station: <ul style="list-style-type: none"> Fast-flashing green – Base station is in paging mode. Slow-flashing green – Base station is in registration mode. Solid green – At least one handset is registered to base station. Off – Base station is powered off or no handsets are registered to it.
3 Network status LED	Indicates the network status: <ul style="list-style-type: none"> Slow flashing green – Network is unavailable. Solid green – Network is available. Off – Base station is powered off.
4 Power indicator LED	Indicates base station power status: <ul style="list-style-type: none"> Slow flashing green – Base station is undergoing a firmware update process. Solid green – Base station is powered on. Off – Base station is powered off.



Voice Mail setup

- Press the Message key below the screen on the right-hand side (Looks like an envelope).
- Press the OK button on the top option for Voicemail
- Select your preferred language
- Create a four-digit passcode
- At the voice prompt, record your name Select a greeting, either personalized or standard

Basic call features

Make outgoing calls.

By Dialing:

- Enter the phone number, and press the Call key.
 - To use speaker phone speaker key.

From your Call History:

- Press the Call Key
- Use the Up and Down arrows to highlight the desired number.
- Press the Call or Speaker button to make the call.

Receive incoming calls.

When not already on a call:

- Press the Call, OK, and Answer Soft Key to answer calls with the earpiece speaker
- Press the Speaker button to answer calls with the speaker phone.

While on a call or the line is otherwise in use:

- Press the up or down arrow key to select the incoming call.
- Then press the Call, OK, or Answer Soft Key to answer the call.

Placing a Call on Hold and Resuming It

Hold a call.

- Press Options Soft Key during the call.
- Select Hold and press the OK button.

Resume a call.

- If there is only one call on hold, press the Resume soft key, the Call button, or the Speaker Button.
- If there is more than one call on hold:
 - Press the arrow keys or the Swap soft key to select the desired call.
 - Then Press the Resume soft key, the Call button, or the Speaker Button.

Note: Placing a handset on the cradle will not end a call on Hold.

Transferring Calls

Consultative Transfer

While on a call:

- Press the Transfer key or press the Options soft key, use the arrow keys to select transfer, and press OK.
- Enter the number or extension to transfer the call to.
- Press the Options soft key use the arrow keys to select Consultative, and press OK. (You will be connected to the other party and can inform them of the pending transfer.)
- Press the Transfer soft key (Connecting the other party and the caller) to complete.

Direct Transfer

While on a call:

- Press the Transfer key or press the Options soft key, use the arrow keys to select transfer, and press OK.
- Enter the number or extension to transfer the call to.
- Press the Transfer key, or the Options soft key use the arrow keys to select Direct, and press OK.

Direct Transfer to Voice Mail

While on a call:

- During a Call press the Transfer key or press the Options Soft Key, use the arrow keys to select transfer, and press OK.
- Use the dial pad to enter Press **55, then enter the number or extension to transfer the call to.
- Press the Transfer key, or the Options soft key use the arrow keys to select Direct, and press OK.