

# O-NET W60P Phone Guide

## 1: LCD Screen

- ▶ Shows call information, handset status icons, prompt message and so on.

## 2: Soft Keys

- ▶ Label automatically changes to identify their context-sensitive features.

## 3: Speakerphone Key

- ▶ Switches between the earpiece and speakerphone modes.
- ▶ Answers an incoming call.

## 4: Off-hook Key

- ▶ Answers an incoming call.
- ▶ Enters into the redial call list.
- ▶ Places a call.

## 5: Star Key

- ▶ Enters the star symbol.
- ▶ Switches the silent mode on or off.

## 6: Redirect Key

- ▶ Transfers a call to another party.

## 7: Mute Key

- ▶ Toggles Mute feature on or off.

## 8: Pound Key

- ▶ Enters the pound symbol.
- ▶ Locks or unlocks the handset keypad.
- ▶ Switches the input method.

## 9: On-hook Key/Power Key

- ▶ Long presses in the menu mode to return to the idle screen.
- ▶ Long presses to turn the handset on or off when the handset is idle.
- ▶ Cancels actions or ends a call.
- ▶ Rejects an incoming call.

## 10: Message Key


- ▶ Indicates a new receiving voicemail or missed call.
- ▶ Accesses the voicemail or the missed call list.

## 11: Direction Keys/OK Key

- ▶ Scroll through the displaying information.
- ▶ Move the cursor.
- ▶ Adjust the ringer volume.
- ▶ Confirms actions or enters into the main menu.

## Performing an Attended Transfer

Step 1: During an active call, press the TRAN button. The call is placed on hold and a new line is opened to dial the number.

Step 2: Enter the number to which you want to transfer the call, then press the  button.

The line will ring the intended person of the transfer and will be able to answer and speak to you.

Step 3: Press the **Transfer** soft key once more to complete the transfer.


## Performing an Blind Transfer



Step 1: During an active call, press the TRAN button.

Step 2: Enter the number to which you want to transfer the call and press **Transfer** soft key. The call is transferred with no further action required on your part.



## Placing Or Answering a Call


To place a call dial the desired number and press the  talk button.

To answer a call press the  talk button, alternatively to ignore the call and send it to voicemail press the  button.

If you are on a call and another call comes in, you may choose one of the following options:


Press the **Accept** soft key to accept the call and place the first call on hold.

Or press the **Reject** soft key to send the new call to voicemail and the remain on your existing call.

Press the **Swap** soft key to swap between calls putting the current call on hold. Press the  button to end the current call. Press the **Resume** soft key to return to the active call and take it off hold.


## Call Forwarding

### To turn on call forwarding.


Step 1: To enable call forwarding dial \*72 on the key pad and press the  talk button

Step 2: Enter a number to which to forward all calls; for example, another extension or an outside line. If forwarding calls to an outside line, be sure to use the area code.

### To Turn off Call forwarding

Dial \*73 and press the  talk button.

## Voicemail and Missed Calls

Step 1: Press the  button to enter the messages menu.

Step 2: To view missed calls press the **Select** soft key.

Step 3: To listen to voicemail message press the **Down** button and press the **Select** soft key on your extension. The first time this is used it will ask for your voicemail number. Enter \*97 and press **OK**.

Step 4: Follow the voice prompts and enter your mailbox number followed by the # key. This is your extension number.

Step 5: Enter your password follow by the # key. The default password is your extension number.

## Placing a Call on Hold

Step 1: While on an active call press the **Options** soft Key

Step 2: Using the **Down** key navigate to hold and press **OK**.

To resume the call press the **Resume** soft key.