

YEALINK W53P DECT IP PHONE

User Guide

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SaskTel 
| Business Solutions |

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GETTING STARTED

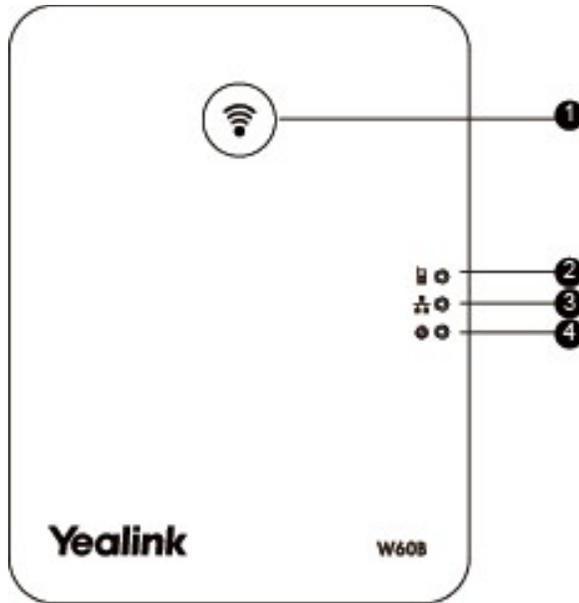
Before you use your phone, take some time to get familiar with its features and user interface.

HARDWARE OVERVIEW

Understanding the phone hardware helps you easily use the phone's features.

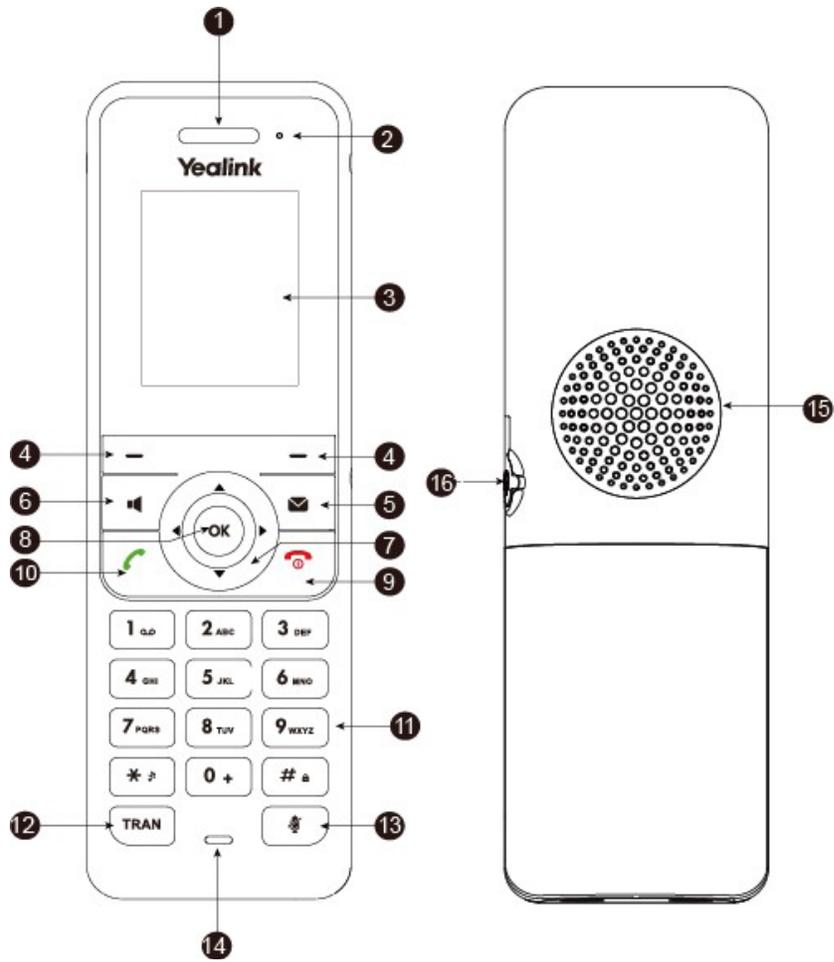
W60B Base Station

After the base station starts up successfully and the handset is registered to the base station, all LEDs on the base station glow green in sequence.



No.	Item	Description
1	Paging Key	<ul style="list-style-type: none"> Locates a misplaced handset. Toggles the registration mode. Resets the base station to factory settings.
2	Registration LED	Indicates the handset registration status or the base station is in the paging mode.
3	Network Status LED	Indicates the network status.
4	Power LED Indicator	Indicates the power status of the base station.

W53H Handset



No.	Item	Description
1	Receiver	Receives audio in receiver mode.
2	Power LED Indicator	Indicates call status, message status, and charging status.
3	Phone Screen	Shows information.
4	Soft Keys	Access the function directly. It depends on the operating situation.
5	Message Key	Accesses the voice mail or missed call.
6	Speakerphone Key	<ul style="list-style-type: none"> Switches among the receiver, headset, and handsfree modes. Answers an incoming call. Places a call in handsfree mode.
7	Navigation Keys	Scroll through information or options on the screen.
8	OK Key	Confirms actions or enters the main menu.

No.	Item	Description
9	On-hook Key/Power Key	<ul style="list-style-type: none"> • Press briefly to return to the previous screen. • Long press to return to the idle screen. • Press to turn the handset on. • Long press on the idle screen to turn the handset off. • Cancels actions or ends a call. • Rejects an incoming call.
10	Off-hook Key	<ul style="list-style-type: none"> • Answers an incoming call. • Enters the redial calls list. • Places a call-in receiver or headset mode.
11	Keypad	Provides digits, letters, and special characters.
12	TRAN Key	Transfers a call to another party.
13	Mute Key	Toggles mute feature on or off.
14	Microphone	Picks up audio.
15	Speaker	Outputs audio in handsfree mode.
16	3.5mm Headset Jack	Connects a standard 3.5mm headset.

W53H Power LED Indicator

LED Status	Description
Solid red	The handset is charging.
Fast flashing red (300ms)	The handset is ringing.
Slowly flashing red (1s)	The handset receives a voice mail or has a missed call.
Off	<p>The handset is powered off.</p> <p>The handset is idle.</p> <p>The handset is fully charged.</p>

MENU

The handset provides a variety of features that are grouped into the menu.

Main Menu

The main menu is the top menu, which consists of seven menu items: Status, Intercom, Voice Mail, Call Features, Directory, Settings, and History.



No.	Description
1	Menu item you selected.
2	Menu icon:  : Status —To view the status information of base, handset, and line.  : Intercom —To make an internal call.  : Voice Mail —To set and view voice mail(s).  : Call Features —To access the features of Call Forward , Do Not Disturb , Call Waiting  : Directory —To access contacts stored by user, on the handset  : Settings —To personalize the setting of your handset.  : History —To access the locally stored call history list
3	Soft key label.

Entering the Main Menu

You can enter the main menu to view the features.

Press the OK key when the handset is idle.

The main menus are displayed on the screen as icons.

Accessing the Main Menu Feature

After entering the main menu, you can use the navigation keys to access the desired menu.

1. Press the OK key when the handset is idle.
The main menus are displayed on the screen as icons.
2. Press the navigation keys to select a different menu icon.
The name of the associated menu appears on the top of the screen.
3. Press **OK** to open the selected menu.

Note: You can only access **Status** and **Settings** if the handset is not registered to a base station.

Submenu

The functions in the submenus are displayed as lists. You can open the submenu to access a function. For example, if you select the **Settings** menu, the submenu is displayed below:



Accessing a Submenu Feature

After entering a certain menu, you can use the navigation keys to access the desired submenu.

1. Press the up and down navigation keys to highlight the desired submenu.
2. Press **OK** to open the submenu.
3. Press the On-hook key or **Back** to return to the previous screen.

Returning to Idle Screen

Long press the On-hook key to quickly exit the menu and return to the idle screen.

SCREENS AND ICONS

The user screens and icon indicators can help you navigate and understand the important information on the phone's status.

Idle Screen

The idle screen is made up of the signal strength, battery status, status bar, handset name, and soft keys. The time & date is displayed in the middle of the screen.



- **Signal Strength:**

Weak to strong:

No reception:

Eco mode+ is on:

- **Battery Status:**

Low to full:

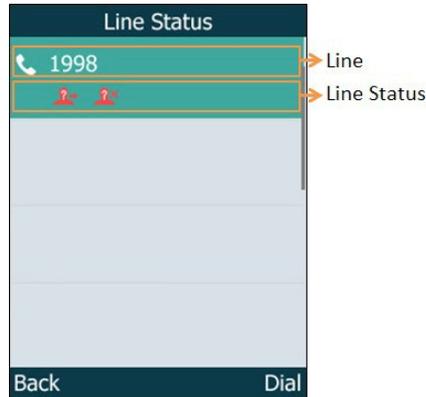
Need Charging:

- **Status Bar:** Displays the feature status icons. The status icons are displayed when features are activated.
- **Handset Name:** Displays internal handset number and registered handset name (for example, "1" is internal handset number, indicating the handset is the Handset 1 of the base station).
- **Soft Keys:** The soft key labels on the screen directly above the soft keys show the functions available at that particular moment.

Line Status Screen

The line status screen is made up of the outgoing line and line status.

When the handset is idle, you can press **Line (or SCA)**, to enter the line status screen. The line status screen is displayed below:



- **Outgoing Line:** Display the registered line number and the corresponding line (display username by default). The default outgoing line will be displayed in the first line of the screen.
- **Line Status:** Display the icon of line status. The icon indicates the corresponding feature assigned to the line.

Icons on the Idle Screen

By viewing the icons on the idle screen, you can easily get the current phone status, such as message status.

Icons	Description	Icons	Description
	The ringer volume is 0 and the phone is in the silent mode.		The phone has new voice mails.
	The phone has enabled the Call Forward feature.		The phone has enabled the Do Not Disturb (DND) feature.
	The keypad is locked.		Registered handset icon (for example, “1” is internal handset number, indicating the handset is the Handset 1 of the base station)

Icons on the Calls Screen

By viewing the icons in the calls screen, you can easily get the current call status, such as audio output mode status.

Icons	Description	Icons	Description
	Receiver Mode On		Headset Mode On
	Handsfree Mode On		Contact
	Call Hold		Call Mute
	Conference Call		Intercom Call

Icons on the Line Status Screen

Each icon in the line status screen indicates the corresponding feature assigned to the line.

Icons	Description	Icons	Description
	Call Forward		Do Not Disturb (DND)
	Anonymous call rejection is enabled		Anonymous call is enabled
	Unassigned outgoing line		

CALL FEATURES

You can use the phone to place and answer calls, ignore incoming calls, transfer a call to someone else, conduct a conference call and perform other basic call features.

PLACING CALLS

After the handset is registered to the base station successfully, you can use your handset to place an internal or external call.

The handset can keep 2 calls at one time at most, one (associated with the audio) active and the other one on hold.

NOTE: The base station can handle up to eight handsets, but only 4 handsets can be active at any given time

PLACING INTERNAL CALLS

Intercom is a useful feature in the office to quickly contact with the operator or the secretary. Internal intercom calls are made between handsets registered to the same base station.

Setting Auto Intercom

You can set the auto intercom type to make your handset more personalize. The following types of auto intercom feature are available:

- **On (Beep On):** The handset answers an internal intercom call automatically and plays a warning tone.
 - **On (Beep Off):** The handset answers an internal intercom call automatically without a warning tone.
 - **Off:** Auto intercom feature is off. You need to answer an internal intercom call manually.
1. Go to **OK > Settings > Telephony > Auto Intercom.**
 2. Select the desired option, and then press **Change.**

Placing an Internal Call

You can place an internal call to a desired handset or all handsets.

1. Go to **OK > Intercom.**
2. Select the desired handset or **All Handsets.**

3. Select **OK**, Speakerphone key or Off-hook key.
*If you select **All Handsets**, all other subscribed handsets will ring simultaneously.*

Placing an Internal Call During an External Call

During an external call, you can place a call to an internal line.

1. Select **Options > Intercom**.
2. Select the desired handset, and then press **OK** key .

PLACING EXTERNAL CALLS

Placing an External Call

1. Enter the desired number using the keypad.
2. Press the **OK** key to dial out.

Placing Multiple External Calls

When you are in a call, you can hold your current call and place a new call.

1. Select **New Call**.
2. Enter the contact number and press the **OK** key.

NOTE: You can select **Options > Directory** to select a contact from the directory to dial out.

PLACING A CALL FROM THE CALL HISTORY

You can place calls to contacts from the History list, which contains the calls that were recently placed, answered, or missed.

1. Press **History** or go to **OK > History**.
2. Highlight a contact and press the **Off-hook** key.

PLACING A CALL FROM THE DIRECTORY

You can place a call to a contact directly from your directory.

1. Go to **OK > Directory**.
2. Select the desired directory.
3. Highlight the desired contact and press the Off-hook key.

If the selected contact has multiple numbers, highlight the desired number, and select **OK**.

Redial

You can redial a call from the redial list.

The redial list stores the last twenty dialed phone numbers. When the memory of the redial list is full, the handset will automatically erase the oldest one when a new number is dialed.

Redialing a Number

The handset keeps a record of all the placed calls. You can call the recently dialed phone number.

1. Press  when the handset is idle to access the redial list.

2. Select a record to dial out.

NOTE: Before placing an external call, you can select **Options > Edit Before Call** to edit the phone number.

Redialing the Last Dialed Number

Press  twice when the handset is idle.

A call to your last dialed number is attempted.

Adding a Dialed Number to Local Directory

You can add a dialed external call number to the Local Directory or update the number for an existing contact.

1. Press  when the handset is idle to access the redial list.
2. Highlight the desired record.
3. Press **Options**, and then select **Add To Local > New Entry**.
4. Select the type you want to add the number to.
5. Edit the corresponding fields.
6. Confirm the action.

NOTE: You can select **Add To Local > Update Existing** to add the number to an existing contact or update the existing contact information.

Deleting a Redial Record

You can delete any record from the redial list.

1. Press  when the handset is idle to access the redial list.
2. Highlight the desired record.
3. Press **Options** and select **Delete**.

Deleting All Redial Records

You can delete all redial records at once.

1. Press  when the handset is idle to access the redial list.
2. Select **Options > Delete All**, and select **Yes** to confirm.

ANSWERING CALLS

When you receive a call, you can choose to answer it manually or automatically.

Answering a Call

When you receive an incoming call, the phone rings and the screen displays the information of the incoming call. Do one of the following:

- Press , or press **Accept**.
- Press the Speakerphone key.

- If a headset is connected, press **Accept**.

Answering a Call When in a Call

You can answer a call when there is already an active call on your phone.

When you are in an active call and an incoming call arrives on the phone, a call waiting tone beeps, and the incoming call information is displayed.

1. Press the down navigation key to select the incoming call.
2. Select **Accept** or **Answer**.

The active call is placed on hold, and the incoming call becomes active.

Note: You can disable the call waiting feature to reject the incoming call automatically during a call.

Answering a Call Automatically

When the handset is placed in the charger, you can simply answer the incoming calls by picking up the handset from the charger without pressing the Off-hook key.

1. Go to **OK > Settings > Telephony > Auto Answer**.
2. Press **Change** to select the **Auto Answer** check box (the default status is checked).

SWITCHING AMONG THE RECEIVER, HANDSFREE, AND HEADSET MODES

You can select the desired mode before placing a call, or can alternate among receiver, handsfree, and headset modes during a call.

You can place a call using the following call modes:

- Receiver mode—pressing the Off-hook key to dial out.
- Handsfree mode—pressing the Speakerphone key to dial out.
- Headset mode—connecting a standard 3.5mm headset.

SILENCING OR REJECTING INCOMING CALLS

When you receive an incoming call, you can choose to silence or reject the call instead of answering.

Silencing a Call

You can silence a call to stop your phone from ringing. Even if you silence the call, the incoming call notification continues to be displayed on your phone.

Select **Silence**.

Rejecting a Call Manually

You can reject a call manually, and the call may be sent to voice mail. The rejected calls are displayed in the Received Calls list in your History list.

Press .

Rejecting Anonymous Calls

You can reject incoming calls from the callers who have hidden their identities. As a result, your phone will not ring and you will not be notified of an attempted call.

1. Go to **OK > Call Features > Anon.Call Rejection**.
2. Select the desired line.
3. Enable local anonymous rejection.
4. Confirm the action.

Rejecting Calls with Do Not Disturb (DND)

You can enable DND to reject all incoming calls automatically when you do not want to be interrupted. Check with your system administrator to find out if the DND feature is available on your phone.

1. Go to **OK > Call Features > Do Not Disturb**.
2. Select the desired line, and then press OK.
3. Enable DND.
4. Confirm the action.
The status bar displays the DND icon.

You can press the **Line** soft key when the handset is idle to check the line status.

ENDING CALLS

You can end the current call at any time.

Press  or **End**.

MUTING/UNMUTING AUDIO

You can mute the microphone during an active call so that the other party cannot hear your discussion with your colleagues.

1. Press the mute key during a call to mute the microphone. The mute icon appears on the phone screen.
2. Press the mute key again to unmute.
The mute icon disappears from the phone screen.

HOLDING AND RESUMING CALLS

You can place an active call on hold and resume the call when you are ready. When you place a call on hold, the held party may hear the music played by its sever.

Holding a Call

You can place an active call on hold on your phone.
During the call, select **Options > Hold**.

NOTE: When you have multiple calls on the phone and the current call is held, you can press the up or down navigation key to swap to the active call.

Resuming a Held Call

You can view and resume a held call on the phone. Select **Resume**.

If multiple calls are placed on hold, select the desired call first.

NOTE: When you have multiple calls on the phone and the current call is active, you can press the up or down navigation key to swap to the held call.

CALL FORWARD

The handset will forward incoming calls to another party according to the forwarding type. There are three forwarding types:

- **Always Forward:** Incoming calls are immediately forwarded. There is no prompt on the phone screen when the line receives an incoming call.
- **Busy Forward:** Incoming calls are forwarded when the line is busy.
- **No Answer Forward:** Incoming calls are forwarded if not answered after a period of time.

Forwarding Incoming Calls

When you are not available to handle calls, you can forward incoming calls to a specific contact.

1. Go to **OK > Call Features > Call Forward**.
2. Select the desired line.
3. Select the desired forwarding type and enable it.
4. Enter the destination number in the **Target** field.
5. If you select the **No Answer**, select the desired ring time to wait before forwarding from the **After Ring Time** field.
6. Confirm the action.

TRANSFERRING CALLS

During a call, you can transfer the call to another contact. You can use one of three ways:

- **Blind Transfer:** Transfer a call directly to the third party without consulting.
- **Semi-Attended Transfer:** Transfer a call when receiving ringback.
- **Attended Transfer (Consultative Transfer):** Transfer a call with prior consulting.

Performing a Blind Transfer

You can transfer a call to another contact immediately without consulting with her/him first.

1. Select **Options > (Call)Transfer**, or press the TRAN key during a call.
2. Enter the number you want to transfer the call to or select **Directory > Directory/History** to choose a contact.
3. Press TRAN or **Transfer** to complete the transfer.

Performing a Semi-Attended/Attended Transfer

You can transfer a call to another contact immediately when receiving ringback or after consulting with her/him first.

1. Select **Options > (Call) Transfer**, or press the TRAN key during a call.
2. Enter the number you want to transfer to and dial out.
3. Do one of the following:
 - When you hear the ringback tone, press the TRAN key or **Transfer** to finish a semi-attended transfer.
 - After the contact answers the call, press the TRAN key or **Transfer** to finish an attended transfer (consultative transfer).

CONFERENCE CALLS

The phone supports creating a conference with other two external parties and multi-way conference. During the conference, follow these tips:

- Mute your microphone when you are not speaking, especially in noisy environments.
- Avoid tapping or rustling papers near the microphone.
- Speak in your normal voice without shouting.

Local Conference

You can initiate a three-way (including yourself) conference calls with your contacts on the phone.

Setting Up a Local Conference Call

You can set up a local conference call with up to two contacts.

1. Place a call to the first party.
2. When the first party answers the call, select **Options > Conference**.
The active call is placed on hold.
3. Dial the second party's number.
4. When the second party answers the call, select **Conf.** to invite two parties to join the conference.

Merging Two Calls into a Conference

You can invite a held call into a conference call with the active call.

1. Place two calls on the phone.
2. Select **Options > Conference**.

Muting/Unmuting a Conference Call

When you mute the local microphone during a conference call, other participants can hear each other except you.

1. Press the MUTE key to mute the conference.
2. Press the MUTE key again to unmute the conference.

Splitting a Conference Call

You can split the conference call into individual calls. After the split, the conference call ends, and other parties are held.

Select **Split**.

Ending a Conference Call

You can end the current conference

call at any time. Press  or **End**.

VOICE MAIL

Voice Mail feature allows you to leave voice mails for someone or listen to your voice mail messages on your IP phones.

Setting a Voice Mail Key for a Specific Line

You can set digit key 1 as a voice mail key for a specific line. When the handset is idle, you can long press this key, and quickly access the voice mails without scrolling through the menu.

1. Go to **OK > Voice Mail > Set Key 1**.
2. Select the desired line, and then press **Select**.

Leaving Voice Mails

You can leave a voice mail to someone who is busy or inconvenient to answer the call.

1. Follow the voice prompts to leave a voice mail.
2. Hang up to complete the voice mail.

Listening to Voice Mails

You can listen to your voice mails on the handset directly.

You need to set the voice mail code in advance.

1. Go to **OK > Voice Mail > Play Message** or press the Message key.
2. Select the desired line, and then press **Select**.
The handset dials out the voice mail code using the selected line automatically.
3. Follow the voice prompt from the system server to listen to your voice mails.

DIRECTORY

The phone provides several types of phone directories, which can be customized by your system administrator.

LOCAL DIRECTORY

You can store up to 100 contacts in the handset's Local Directory, as well as add, edit and delete a contact.

Adding Contacts

When you add a contact to your Local Directory, you can choose how much information you want

to enter for your contact. You are required to enter a contact name at least for each new contact.

1. Go to **OK > Directory** or **OK > Directory > Local Directory**.
2. Select **Options > New Contact**.
3. Enter the contact's information.
4. Confirm the action.

Viewing Contacts

You can view the local contacts from the Local Directory on your phone.

1. Go to **OK > Directory** or **OK > Directory > Local Directory**.
2. Use the navigation keys to look through the contacts.

The contact names are displayed in alphabetical order.

Editing Contacts

You can modify or add more information to your contacts.

1. Go to **OK > Directory** or **OK > Directory > Local Directory**.
2. Highlight the desired contact and select **Options > Edit**.
3. Edit the contact information.
4. Confirm the action.

Deleting Contacts

You can delete one or all contacts from the Local Directory.

Deleting a Contact

You can delete any contact from the Local Directory.

1. Go to **OK > Directory** or **OK > Directory > Local Directory**.
2. Highlight the desired contact and select **Options(Option) > Delete**.

The phone prompts you whether to delete this contact.

3. Confirm the action.

Deleting All Contacts

You can delete all contacts from the Local Directory.

1. Go to **OK > Directory** or **OK > Directory > Local Directory**.
2. Highlight the desired contact and select **Options > Delete All**.

The phone prompts you whether to delete all contacts.

3. Confirm the action.

Searching for Contacts

In the Local Directory, you can enter search criteria to find your desired contact quickly.

1. Go to **OK > Directory** or **OK > Directory > Local Directory**.
2. Enter your search criteria in the search field.

CALL HISTORY

The call history list includes Missed Calls, Placed Calls and Received Calls, and each list holds 100 entries.

CALL HISTORY ICONS

The call history icon in the Call History indicates the corresponding call history types.

Icon	Description
	Received Calls
	Missed Calls
	Placed Calls

VIEWING HISTORY RECORDS

The history record saves the call information such as the caller's name and number, local line and call duration.

1. Press **History**.
2. Select the desired list.
3. Highlight the desired entry and select **Options(Option) > Detail**.

SAVING A HISTORY RECORD TO LOCAL DIRECTORY

To identify someone's call the next time, you can save a history record to the Local Directory.

1. Press **History**.
2. Select the desired list.
3. Highlight the desired entry and select **Options > Add To Local > New Entry**.
4. Edit the contact information.
5. Confirm the action.

 **Tip:** You can select **Add To Local > Update Existing** to update the existing contact information.

SAVING A HISTORY RECORD TO BLOCKLIST

You can prevent someone from calling you again by saving a history record to the blocklist.

1. Press **History**.
2. Select the desired list.
3. Highlight the desired entry and select **Options > Add To Blocklist**.

The phone prompts you whether to add it or not.

4. Confirm the action.

DELETING HISTORY RECORDS

You can delete one or all call records from the call history list.

Deleting a Call Record

You can delete any call record from the call history list.

1. Press **History**.
2. Select the desired list.
3. Highlight the desired entry and select **Options > Delete**.

The selected entry is deleted successfully.

Deleting All Call Records

You can delete all call records from the call history list.

1. Press **History**.
2. Select the desired list.
3. Select **Options(Option) > Delete All**.

The phone prompts you whether to delete all records.

4. Confirm the action.

CUSTOMIZING YOUR PHONE

You can make your phone more personalized by customizing various settings.

TURNING HANDSET ON

The will be turned on automatically when the battery is inserted into the handset. Do one of the following:

- Press the On-hook key. The handset screen lights up.
- Place the handset to the charging cradle.

TURNING HANDSET OFF

The handset will be turned off automatically when the battery runs out. You can also turn the handset off manually. Long press the On-hook key when the handset is idle.

CHANGING THE WALL PAPER

You can change the wallpaper that is displayed on the idle screen.

1. Go to **OK > Settings > Display > Wallpaper**.
2. Press the navigation keys to select the desired image.

3. Confirm the action.

SETTING THE SCREEN SAVER

The screen saver is designed to protect your phone screen. When the screen saver is enabled, an analog clock will be activated and appear on the phone screen if the handset is idle for approximately 10 seconds.

1. Go to **OK > Settings > Display > Screen Saver**.
2. Press **Change** to select the **Screen Saver** check box (the default status is checked).

CHANGING THE BRIGHTNESS

Handset backlight in charger or out of charger can be configured independently.

When in charger/out of charger is enabled, the backlight will be turned off after the handset is idle for about 30 minutes when the handset is or is not in the charging cradle. When an incoming call arrives, a key is pressed or the handset status changes, the backlight is automatically turned on.

1. Go to **OK > Settings > Display > Display Backlight**.
2. Select the desired value from the **Active Level** field.
3. Select the desired value from the **In Charger** or **Out Of Charger** field.
4. Confirm the action.

SETTING THE KEYPAD LIGHT

You can enable the keypad light to illuminate the keypad keys when any key is pressed.

1. Go to **OK > Settings > Display > Keypad LED**.
2. Press **Change** to select the **Keypad LED** check box (the default status is checked).

CHANGING THE LANGUAGE

Your phone supports several languages that you can choose to use on the phone.

Contact your system administrator to find out exactly which languages are supported on your phone.

1. Go to **OK > Settings > Language**.
2. Select the desired language.
The phone prompts you whether to change the language.
3. Confirm the action.
The phone language is changed to the selected one.

TIME & DATE

You can set the time and date manually. The time and date formats are also variable.

Setting the Time and Date Manually

If your phone cannot obtain the time and date automatically, you can set it manually.

1. Go to **OK > Settings > Date & Time**.
2. Edit the date and time.
3. Confirm the action.

The time and date set on the handset will be changed accordingly.

Changing the Time and Date Format

You can set the phone to display the time in 12-hour or 24-hour format. You can also change the date format, including the options to display the day (D), month (M), and year (Y).

1. Go to **OK > Settings > Display > Time Format or Date Format**.
2. Select the desired time format or date format.
3. Confirm the action.

SHORTCUTS

Shortcuts allow you to quickly access the feature without scrolling through the menu when the phone is idle. You can configure six shortcuts on the phone in total.

Supported Shortcuts

By default, the handset provides a certain access feature for a certain shortcut, you can change it to make your phone more personalized.

The following table lists the default access feature of the desired shortcut, and the available access features for all shortcuts:

Shortcut	Default Access Feature	Available Access Features
Left Softkey	History	History
Right Softkey	Line Status	Missed
	Intercom	Received
	Directory	Redial
	Volume-	Speed

	Volume+	Dial Menu Line Status Default Line Call Forward Do Not Disturb Directory Local Directory Remote Directory LDAP Volume- Volume+ Paging Retrieve Shared Directory XML Browser XML Dir
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Customizing the Shortcut

You can customize the function of the shortcuts to make your handset more personalized.

1. Go to **OK > Settings > Shortcut**.
2. Select the desired shortcut and select **Change**.

The feature currently assigned to the selected key is highlighted and followed by a left arrow.

3. Select the desired feature.

LOCKING YOUR HANDSET

To prevent accidental use of the handset, the keypad can be locked manually. When the keypad is locked, incoming calls will still ring on your phone, but only the emergency numbers can be dialed out.

Locking Handset Keypad

When you temporarily do not use your handset, you can lock it manually.

Long press the # key when the handset is idle until the phone prompts you the handset is locked.

The lock icon appears in the status bar.

Unlocking Your Handset

When you need to use the locked handset, you can unlock it manually.

Long press the # key when the locked handset is idle until the phone prompts you the handset is unlocked.

The lock icon disappears from the status bar.

LOCATING HANDSETS

You can locate a misplaced registered handset using the base station.

Press  on the base station.

All the handset that registered to this base station will ring simultaneously and the screen will display the IP address of the base station.

You can press any key on handset to stop ringing, or press  again on the base station to stop all handsets ringing.

Note: When the handsets are not in the idle status, they will not ring simultaneously.

AUDIO SETTINGS

You can change the basic audio settings on your phone.

SILENT MODE

You can enable the silent mode if you do not want to be disturbed. The handset will not ring when receiving an incoming call, but it will still display the incoming call information.

Switching on Silent Mode

You can silence an incoming call by switching on silence mode to stop your phone from ringing. Long press the * key until the phone prompts “All Ring Tones Off”.

The silent icon  appears in the status bar.

Switching off Silent Mode

If you want to resume the incoming ring, you can switch off silent mode. Long press the * key until the phone prompts “All Ring Tones On”.

The silent icon  disappears from the status bar.

ADJUSTING THE VOLUME

You can adjust the volume of the ringer, media, and audio during a call. Do one of the following:

- Press the left or right navigation key when the handset is idle.
- Go to **OK > Settings > Audio > Ring Tones > Volume** and press the left or right navigation key.

SETTING THE RING TONE

Ring tones are used to indicate the incoming calls.

Setting the Ring Tone for the Internal Calls

You can select a unique ring tone for the internal calls, so that you can identify callers when the phone rings.

1. Go to **OK > Settings > Audio > Ring Tones > Melodies**.
2. Select the desired ring tone.

The ring tone is played automatically.

3. Confirm the action.

Setting the Ring Tone for the External Calls

You can select a unique ring tone for the external calls so that you can identify callers when the phone rings.

1. Go to **OK > Settings > Audio > Ring Tones > Melodies**.
2. Select the desired ring tone for a specific line.

The ring tone is played automatically.

3. Confirm the action.