



### Power LED Indicator

- Solid Red: The phone is initializing or booting up.
- Fast Flashing Red: The phone is ringing (incoming call) or the network is disconnected.
- Slowly Flashing Red: You have a new voice mail or a missed call.
- Slowly Flashing Red (every 3 seconds): The phone has entered power-saving mode.
- Off: No power, or the LED is disabled.

### Line Key Indicators

- Solid Green: A call is active on that line.
- Fast Flashing Green: Incoming call (ringing).
- Slow Flashing Green: A call is on hold.
- Solid Red: The line is busy.

### Other Common Indicators

- Red Triangle/Warning Icon: If a red triangle with an exclamation mark appears on the screen, it typically means a security warning, such as a default administrator password being used.
- Crooked Arrow Icon: Represents a missed call in the top notification area.

### 1. LED Indicator

**Flashing red:** Incoming call

**Slow flashing red:** New voicemail message, or missed call

### 2. Line Keys

Show the **status of each phone line** — idle, ringing, active, on hold, or disconnected.

**T74U:** 10 Physical line keys, with 5 pages supporting up to 50 configured line keys.

### 3. Soft Key Buttons

The **on-screen options** directly above these buttons change based on what you're doing.

Example: During a conference call, soft keys display conference-related options.

### 4. Touch Buttons

**Message:** Opens your voicemail inbox. LED indicator blinks when new messages are waiting.

**Headset:** Activates or deactivates the connected headset. Light turns on when active.

**Mute:** Silences your microphone during a call.

**Pagination:** Switches between up to five pages of programmable line keys.

### 5. Fixed Function Keys

**Hold:** Places the current call on hold.

**Transfer:** Sends the call to another extension or number, when not on a call dials voicemail.

**Redial:** Dials the last number called.

### 6. Speakerphone

**Hands-Free Mode:** Turns the speakerphone on or off.

### 7. Navigation Buttons

Use the **arrow keys** to move through on-screen menus and lists.

Press **OK** to confirm selections.

Press **Cancel (X)** to go back or exit.

### 8. Volume Controls

Adjusts the **volume** for the handset, headset, speakerphone, and ringer.

### 9. Cancel Button

Cancel an action or reject an incoming call.

## Placing a Call

### Using the handset:

1. Pick up the handset.
2. Enter the number, and then press the Call soft key.

### Using the speakerphone:

1. With the handset on-hook, press **☎**
2. Enter the number, and then press the Call soft key.

### Using the headset:

1. With the headset connected, tap to activate the headset mode.
2. Enter the number, and then press the Call soft key.

## Answering a Call

Using the handset: Pick up the handset.

Using the speakerphone: Press **☎**

Using the headset: Tap **📞**

## Call Hold and Resume

### To place a call on hold:

1. Press the Hold **📞** soft key during an active call.
2. To resume the call, Press the Hold **📞** button or resume softkey.

## Call Transfer

You can transfer calls in the following ways:

### **Blind Transfer**

1. Press the Transfer soft key **📞** during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press the B Transfer soft key.

### **Semi-Attended Transfer**

1. Press the Transfer soft key **📞** during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the Call soft key.
3. Press the Transfer soft key **📞** when you hear the ring-back tone.

### **Attended Transfer**

1. Press the Transfer soft key **📞** during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the Call soft key.
3. Press the Transfer soft key **📞** when the second party answers.

## Call Forward

### To enable call forward:

1. Press the Menu soft key **☰** when the phone is idle.
2. Enter PIN number (voicemail pin)
3. Following voice prompt instructions

## Call Conference

1. Press the Conf. soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the Call soft key.
3. Press the Conf. soft key again when the second party answers. All parties are now joined in the conference.
4. Press the End Call soft key to disconnect all parties.

## Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

### To listen to voice messages:

1. Tap **📧** button.
2. Enter PIN# (Default 1234)
3. Follow the voice prompts to listen to your voice messages or setup your mailbox.

## Call History

1. Press the History soft key when the phone is idle to scroll through the call list.
2. Select an entry from the list, you can do the following:
  - Press the Call soft key to call the entry.
  - Press the Delete soft key to delete the entry from the list.

## Volume Adjustment

- Press during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press when the phone is idle or ringing to adjust the ringer volume.
- Press to adjust the media volume in the corresponding screen.10

## Ring Tones

1. Press the **Menu** soft key when the phone is idle, and then select **Basic->Sound->Ring Tones**.
2. Press the **Navigation Cluster** key to select **Common** or the desired account and then press the **Enter** soft key.
3. Press the **Navigation Cluster** key to select the desired ring tone.
4. Press the **Save** soft key to accept the change.