

Customizing Your Phone

Call History

1. Press  when the phone is idle, press  or  to scroll through the list.
2. Select an entry from the list, you can do the following:
 - Press  to place a call.
 - Press  to add the entry to the local directory.
 - Press  to delete the entry from the list.
3. Press  to exit Call History.

Contact Directory

To add a contact:

1. Press  when the phone is idle, and then select **Local Directory->Contact List**.
2. Press  or  to select **Enter** and then press .
3. Press  or  to select **New Item** and then press .
4. Enter a contact name in the **Name** field,  to select desired number field then type number.
5. Press  to accept the change.

To edit a contact:

1. Press  when the phone is idle, and then select **Local Directory->Contact List**.
2. Press  or  to select the desired contact, press  or  to select **Edit** and then press .
3. Update the contact information, and then press  to accept the change.

To delete a contact:

1. Press  when the phone is idle, and then select **Local Directory->Contact List**.
2. Press  or  to select the desired contact, press  or  to select **Del** and then press .
3. Press  when "Delete Selected Item?" prompts on the LCD screen.

Note: You may add contacts from call history, refer to Call history above.

Speed Dial

To configure a speed dial key:

1. Press  when the phone is idle, and then select **Features->DSS Keys**.
2. Select the desired programmable key and then press .
3. Select **Speed Dial** from the **Type** field, select the desired line from the **Account ID** field, and enter the number in the **Value** field.
4. Press  to accept the change.

To use the speed dial key:

Press the speed dial key to call the preset number.



ZIP 33i Business Phone



Quick Reference Guide

Basic Call Features

Placing a Call

Using the handset:

Pick up the handset, enter the number, and then press .

or

Enter the number and then lift the handset to initiate call

Using the speakerphone:

With the handset on-hook, enter the number, and then press .

Using the headset:

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

Answering a Call

Using the handset:

Pick up the handset.

Using the speakerphone:

Press .

Using the headset:

Press .

Note: You can reject an incoming call by pressing .

Ending a Call

Using the handset:

Hang up the handset or press .

Using the speakerphone:

Press  or .

Using the headset:

Press .

Redial

- Press  to enter the **Dialed Calls** list, press  or  to select the desired call, and then press  or .
- Press  twice when the phone is idle to call the last dialed number.

Call Mute and Un-mute

- Press  to mute the microphone during a call.
- Press  again to un-mute the call.

Call Hold and Resume

To place a call on hold:

Press  during an active call.

To resume the call, do one of the following:

- If there is only a call on hold, press  or the flashing Line key.
- If there is more than one call on hold, press  or  to select the desired call, and then press  or the flashing Line key.

Call Transfer

Blind Transfer

1. Press  during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press .

Attended Transfer

1. Press  during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press  when ready to complete the transfer or  to cancel transfer.

Call Forward

To enable call forward:

1. Press  when the phone is idle, and then select **Features->Forward**.
2. Select the desired forward type:
 - Always** ---- Incoming calls are all forwarded unconditionally.
 - Busy** ---- Incoming calls are forwarded when the phone is busy.
 - No Answer** ---- Incoming calls are forwarded when not answered after a preset period.
3. Enter the number you want to forward to. For **No Answer**, enter the ring time to wait before forwarding.
4. Press  to accept the change. Forward icon will appear on screen.

Conference Call

1. Press  during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press .
3. Press  again when the second party answers. All parties are now joined in the conference.

Note: To conference two existing calls, place one call on hold then press  while the other call is active.

Park and Pickup

- Press  to park the current call, note the Park ID displayed on screen.
- To pickup a parked call press , enter the Park ID and then press .

Voice Message

When you have new voice messages waiting the Message key lights up and the red status LED flashes.

To listen to voice mail messages:

1. Press .
2. Follow the voice prompts to access and listen to your voice messages.

Volume Adjustment

- Press  or  during a call to adjust the receiver volume of handset/speaker/headset.
- Press  or  when the phone is idle to adjust the ringer volume.