





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 then press  or the **Send** soft key to place a call.
3. Press the **Option** soft key to view additional **Detail**, **Add to Contacts** or **Delete All** log entries.
4. Press the **Back** soft key to exit Call History.

Contact Directory



To add a contact:

1. Press the **Dir** soft key when the phone is idle, and then select **Local Directory->Contacts**.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field, and enter the phone number in the proper field.
4. Press the **Save** soft key to accept the change.

To edit a contact:

1. Press the **Dir** soft key when the phone is idle, and then select **Local Directory->Contacts**.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Detail** from the prompt list.
3. Update the contact information.
4. Press the **Save** soft key to accept the change.

To delete a contact:

1. Press the **Dir** soft key when the phone is idle, and then select **Local Directory->Contacts**.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Delete** from the prompt list.
3. Press the **OK** soft key 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 the **Menu** soft key when the phone is idle, and then select **Features->DSS Keys**.
2. Select the desired programmable key and then press the **Enter** soft key.
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 the **Save** soft key to accept the change.

To use the speed dial key:

Press the speed dial key to call the preset number.



ZIP 35i 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 the **Send** soft key.

-- alternatively --

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  or the **Send** soft key.

Using the headset:

1. With the headset connected, press  to activate the headset mode.
2. Enter the number, and then press  or the **Send** soft key.

Answering a Call

Using the handset:

Pick up the handset.

Using the speakerphone:

Press  or the **Answer** soft key.

Using the headset:

Press  or the **Answer** soft key.

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. The message light will flash while mute is active.
- Press  again to un-mute the call.

Call Hold and Resume

To place a call on hold:



Press  or the **Hold** soft key during an active call.

To resume the call, do one of the following:





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

Call Transfer

Blind Transfer

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

Attended Transfer

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

Call Forward

To enable call forward:

1. Press the **Menu** soft key when the phone is idle, and then select **Features->Call Forward**.
2. Select the desired forward type:




Always Forward ---- Incoming calls are all forwarded unconditionally.


Busy Forward ---- Incoming calls are forwarded when the phone is busy.

No Answer Forward ---- Incoming calls are forwarded when not answered after a preset period.


3. Enter the number you want to forward to. For **No Answer Forward**, enter the ring time to wait before forwarding.
4. Press the **Save** soft key 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  or the **Send** soft key.
3. Press  again when the second party answers. All parties are now joined in the conference. The calls may be separated by pressing the **Split** soft key.

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


Park and Pickup

- Press the **Park** soft key to park the current call, note the Park ID displayed on screen.
- To pickup a parked call press the **Pickup** soft key, 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.