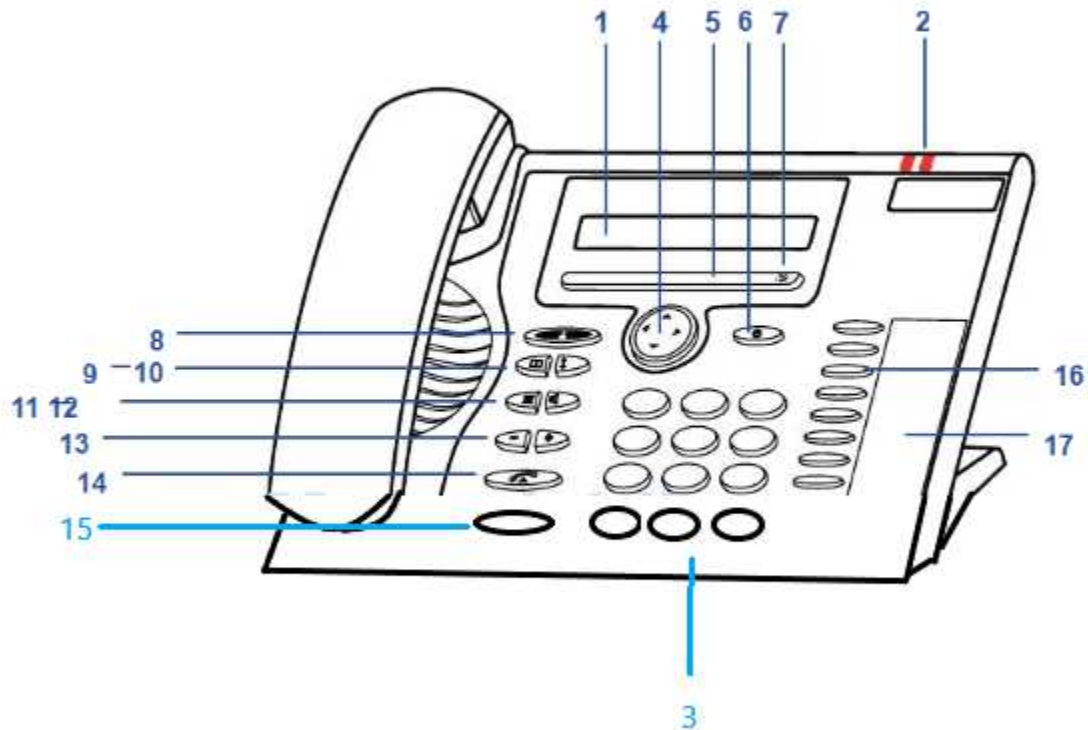


PHONE TRAINING

AASTRA 5361
















Key functions:

- 1) Display
- 2) Indicator LED
- 3) Key block
- 4) Navigation key
 - a. Upward: opens activated features
 - b. To the right: Opens the Menu
 - c. Downward: Opens Settings
 - d. General use: scrolls forward and backward to the menu and navigates lists.
- 5) Foxkey/silver bar
 - a. Opens the menu and displays other functions.
 - b. Can be used for selection, has left and right side

- 6) Correction key (C)
 - a. Delete the last character or go back one step in the menu.
- 7) Foxmenu
 - a. Opens menu or calls up other foxkey functions
- 8) Absence key
 - a. Adjust presence
- 9) Phone book key
 - a. you can search for an internal number through the phonebook by entering the first three letters of their surname. Then scroll down using the navigation key until you find it.
- 10) Redial key
 - a. Choose one of last dialled numbers
- 11) Microphone
 - a. Switch mute and unmute yourself
- 12) Loudspeaker key
- 13) Volume keys
- 14) Call key
- 15) End call key
- 16) Shortcut keys allowing you to quickly dial, transfer call to one of inhouse phones
- 17) Labels

Display Symbols:

Status information			
	More text information available		Foxmenu: Access to the menu or the available Foxkey functions
	Other menu entries available		Loudspeaker activated
Abc	Text mode activated		Function activated
	Entries in call list		Search mode
	Microphone deactivated		<ul style="list-style-type: none"> • Activate discreet ringing • Melody deactivated
	Forwarding activated		New text messages
	New voice messages		<ul style="list-style-type: none"> • Voice message retrieved • Voice mail greeting with possibility to leave a voice message

Actions:

Answering call:

- Pick up handset
- Press green (call) key
- Display will show : 1) phone number if external 2) name if internal

Making call:

- Dial 0 and then enter a phone number in call preparation. (unless you have the extension number)
- Press the green call key

Request callback:

-Can be used if person you are calling you is putting you on hold as they are already on a call.

- Dial the persons number and wait until busy tone.
- Press the inquiry key
- Put phone down.

-This will automatically dial that number again once they are not busy.

Ending a call:

- Put handset on-hook.
- Press red (end call) key

Call list:

- Press the left side of the silver bar button below the display
- If unanswered calls exist, it will take you straight to them.
 - You can press foxmenu to edit/delete them
- If no unanswered calls exist, use navigation key to scroll through menu options(answered calls, unanswered calls, etc)

Transfer a call:

- After receiving call, press the left side of the silver bar button below the display. This will put the other person on hold.
- Then either press one of the shortcut buttons on the right side of the phone or dial the extension manually.
- Put the handset down when you see the desired button flashing red

Display functions tips & tricks:

- To see the rest of the text: Press the horizontal **navigation key**.
- The **Foxmenu** key gives you access to the menu or the **Foxkey** functions available in each case. Press the key directly on the Fox symbol.
- If you want to choose an option within **Fox key** menu: Press the Foxkey on the place where the function you want appears on top of the display.

Forwarding calls:

- *21*<Extension No.> put handset on-hook.

Cancel call forwarding:

- #21 and put handset on-hook