

ADJUSTING THE PHONE

To adjust display contrast –502G/504G/508G:

- Press the Settings button.
- Press 17 to select Contrast.
- Adjust the contrast using the Up/Down soft keys.
- Press the OK softkey.
- Press the Exit softkey.

To adjust display contrast – 525G2:

- Press the settings button.
- Press 6 to select User Preferences.
- Press 3 for Screen Preferences.
- Toggle through the 6 options provided to adjust the display to the desired settings.

To adjust ring volume:

With the handset in the cradle and speakerphone off, use the Volume Up/Down buttons.

To adjust handset volume:

Remove the handset from the cradle and use the Volume Up/Down buttons. Replace the handset.

To adjust speakerphone volume:

Press the Speaker button and use the Volume Up/Down buttons.

Press Speaker button again.

To adjust ring type – 502G/504G/508G:

- Press the Settings button.
- Press 4 to select Ring Type.
- Highlight the desired ring with the

Scroll Up/Down buttons.

- Press the Select softkey to select the ring.
- Press the OK softkey to exit the menu.

To adjust ring type – 525G2:

- Press the settings button.
- Press 6 to select User References.
- Press 2 for Audio Preferences.
- Toggle through to the desired ring type.

Note: Depending on your phone type and configuration the above may vary.

MAKING A CALL

Internally

To call another person in your business lift the handset and dial the other person's extension. This is typically a 3, 4 or 5-digit number*.

Externally

To call a number outside of your business lift the handset and dial the phone number. Depending on your system configuration you may need to dial a code at the beginning of the phone number to indicate you are making an external call. *

Emergency Calls

In an emergency lift the handset and dial 911. If you need to dial a code when calling an external number, you will also need to dial that code before calling 911*.

***Note:** Depending on your phone type and configuration the call may not complete automatically once you have finished dialing and

you may need to hit the Dial key once you have dialed the number.

Speakerphone

To make a call using your speakerphone, either press the Speaker key or leave the handset on-hook and dial the number of the person you want to call, followed by Dial.

Ending Calls

To end a call, replace the handset, or press the End Call key.

Redial

- Press the Redial soft key to redial the call you last placed.

ANSWERING CALLS

Using the Handset:

To answer an incoming call, lift your handset and you will be connected to the caller.

Using the Speaker:

To answer a call using the speakerphone press either the Speaker or Answer key.

HOLD

Hold lets you place a call on hold for rapid retrieval from the same phone.

To place the current call on hold:

- Press the Hold softkey.

To retrieve the held call:

- Press the Resume softkey.

When a call is placed on hold, there will be a visual indicator that there is a call on hold.

MUTE

Mute disables the microphone of the handset, speakerphone or headset so you can have a private conversation.

To enable Mute:

- Press the Mute button. The Mute button will glow red and the display will briefly note "Microphone Mute On" to show that Mute is active.

To disable Mute:

- Press the Mute button again. The Mute button will turn off, and the display will briefly indicate "Microphone Mute Off" to indicate that Mute is cancelled.

CALL FORWARDING

Your phone system supports different types of Call Forwarding:

- Immediate (sometimes called Unconditional) Call Forwarding: When all calls are forwarded to a number of your choice. This can either be to your voicemail (which is the default), another extension in your business, or an external number.
- Busy Call Forwarding: Forwards all calls that are received when you are already on the phone.
- No Answer (sometimes called Delay) Call Forwarding: Forwards all calls when you do not answer them after a certain delay.
- Selective Call Forwarding: Forwards calls from certain numbers to another number.

Note: The easiest and most flexible way of configuring call forwarding is using CommPortal.

Enabling Call Forwarding

Dial the access code for the type of Call Forwarding you want to enable followed by the number you wish to forward calls to.

Example: To use Immediate Call Forwarding to forward all calls to extension 1004, you would dial *721004. Depending on the configuration of your phone system this may set up a courtesy call to the number you are forwarding calls to. The system will only enable call forwarding if this courtesy call is answered.

Selective Call Forwarding

The Selective Call Forwarding feature can be configured by dialing *63. This feature provides voice prompts to help you with the setup.

Access Codes		
Type of Forwarding	Enable Code	Disable Code
Immediate/ Unconditional	*72	*73
Busy	*90	*91
No Answer/Delay	*92	*93

Disabling Call Forwarding

To disable call forwarding, dial the disable code for that type of call forwarding.

Remote Access to Call Forwarding

Your phone system also supports setting up Call Forwarding remotely using any phone. To use this feature, follow these steps:

- 1 Dial the Remote Access to Call Forwarding number.
- 2 Enter your full 10- digit phone number followed by #.
- 3 Enter your remote access to call forwarding PIN followed by #. Note that this PIN is different from your CommPortal password.
- 4 Enter the access code of the call forwarding service you wish to configure.

If you are enabling call forwarding, the system will then provide a broken dial tone. Enter the number you would like calls forwarded to.

ADVANCED CALL HANDLING

Call Waiting

If a second call comes in when you are already on the phone, you will hear a tone and the phone screen will display the details of the second caller.

To answer this second call (depending on your phone type) you should press the line key which is flashing. Answering the second call will automatically put the first call on hold. You can toggle between the calls by placing the current one on hold and retrieving the other call.

Transferring a Call

To transfer a call:

- 1 Press the Transfer key — this places the current call on hold.
- 2 Dial the number of the person you want to transfer the call to.
- 3 If you want to transfer the call before the other person answers, press the Blind key.
- 4 Alternatively wait until the person has answered before completing the transfer by pressing the Xfer key.

To transfer a call directly to voicemail:

- 1 Press the Transfer key — this places the current call on hold.
- 2 Dial 7 plus the extension of the person's voicemail you want a message left for.
- 3 Press the dial key.
- 4 Press the Xfer key.

Three Way Conferencing

To conference a third person into a regular two-way phone call:

- 1 When in a regular call, press the Conference key.
- 2 Dial the person you want to join your call.
- 3 Once this person has answered press the Conference key again to set up the three-way call.

Bridging Two Calls

To join two calls together (once both calls are on the line):

- 1 Press the right toggle arrow to bring up more soft keys.
- 2 Press the ConFlx soft key and all three parties will be bridged together.

To exit the conversation without ending the bridge, press the Join soft key.

Parking a Call

Parking a call places the call on hold in a "park orbit" so that the call can be retrieved from another phone. To park a call, follow these steps:

- 1 Initiate call transfer by pressing the Transfer key.
- 2 Dial the Call Park access code *13.
- 3 Listen to the park orbit number where the call will be parked.
- 4 Complete the call transfer by pressing Transfer again.

Retrieving a Parked Call

To retrieve a parked call, lift the handset and dial the Call Retrieve access code *14 followed by the park orbit number. For example, to retrieve a call parked on orbit 1, you should dial *141.

Do Not Disturb

Enable Do Not Disturb if you don't want any calls to ring your phone but instead go straight through to your voicemail.

If you have a key marked DND then press this to toggle Do Not Disturb on and off. If you don't have a DND key then you can:

- 1 Dial *78 to turn Do Not Disturb on.
- 2 Dial *79 to turn Do Not Disturb off.

OTHER PHONE FEATURES

Speed Dials

Your phone system supports different types of speed dials.

- 1 Speed Dial (phone keys) - Depending on your phone model, keys on your phone can be configured to automatically call certain destinations.
- 2 Speed Dial (code) - Allows you to individually allocate short codes (1 or 2 digits) to numbers you call often.
- 3 Short Codes - These are usually 3, 4 or 5 digit numbers which act as companywide speed dials that can be used from any phone in your business. They are set up by your administrator and can be viewed in CommPortal.

Monitoring Other Lines

Some phone models let you monitor the status of other extensions in your business. A key and a lamp on your phone will be associated with that other extension.

- If there is no call in progress on that extension, the lamp will not be lit.
- If a call is ringing or in progress on that extension, the lamp will light solidly.

You can also use these keys as speed dials for the other extension. To call the other extension when there is no call in progress on it, pick up your handset and press the key for that extension.

Account Codes

If you have account codes configured on your line, then once you have dialed a number that requires a code, you will hear a tone. You will then need to dial a special code before the call is connected.

Your system may use either validated or un-validated account codes. If your system uses validated account codes then you must enter a specific code that has been configured either by your administrator or by you. If your system uses un-validated account codes you can enter any code as long as it is the right length.

SERVICES BUTTON

Call Lists

The Call List provides the 10 most recent call actions whether it may be a dialed, missed or received call. **To access your Call List:**

- 1 Press the Services soft key.
- 2 Select Call List from the options or just press 1.

Contacts

Contacts provides a list of your contacts entered into the phone. The contact list is listed by name and each contact may have more than one number or extension stored. You are able to sort and filter your contact list.

To access your Contacts:

- 1 Press the Services soft key.
- 2 Select Contacts from the options or just press 2.

Logout – Login

A user may log in or out of a phone transferring the individual number and phone settings to the desired phone.

To access your Logout button:

- 1 Press the Services soft key.
- 2 Press 3 or toggle to Logout.

Visual Voicemail

Visual Voicemail allows users to listen to their messages in the order of their choice.

To access Visual Voicemail:

- 1 Press the Services soft key.
- 2 Press 4 or toggle to Messages.
- 3 Toggle through your voicemail and press play to listen to the desired message.

ACCESSING VOICEMAIL

When you have unheard voice messages waiting, your phone will display a light on the top of the phone.

To listen to your messages, you need to log into the voicemail system by either dialing the voicemail access code *318, or press the Messages or Voicemail key if your phone has one.

The first time you access your voicemail box you will be asked to set up your mailbox, and record your name and a greeting to be played to callers.

Using the Voicemail System

The voicemail system is menu driven. Listen to the voice prompts and then press the keys on your phone to select which option you want:

Function	Press
To listen to your voice messages from the main menu	1
To listen to your other messages from the main menu	1 & 1
To save a message once you've listened to it	2
To delete a message once you've listened to it	3
To change your mailbox settings from the main menu	4
To cancel the current operation	*
To go back to the previous menu	*
To finish entering digits, or recording an announcement	#