

4 Using Your Telephone

Overview

This chapter describes the three handset modes and provides procedures on how to handle calls and change handset settings.

Handset Modes

There are three modes in which the handset operates:

- **AutoAnswer Mode.** When the handset is in the charger unit, it is in AutoAnswer mode. You are automatically connected to an incoming call when you remove the handset from the charger unit and automatically disconnected from the call when you place the handset back in the charger unit.
- **Standby Mode.** When the handset is out of the charger unit and not in use, it is in Standby mode. You must press **TALK** to answer an incoming call and to hang up.
- **Talk Mode.** When the handset is out of the charger unit and in use, it is in Talk mode. The Talk icon appears in the handset display.

Handling Calls

This section describes how to:

- Make and answer calls
- Place a call on hold
- Transfer a call
- Conference a call
- Mute a conversation

Make a Call

- 1 Press **TALK**.

NOTE ►

Pressing the Speaker button when you are not active on a call also puts the handset offhook.

- 2 When you hear dial tone, enter the extension or telephone number using the dialpad.

If you want to turn on the speakerphone, press the Speakerphone button. Pressing this button toggles the speakerphone on and off.

- 3 When you are finished with the call, press **TALK** to hang up.

Answer a Call

- 1 Do one of the following:

- If the handset is out of the charger unit, press **TALK** to answer the call.
- If the handset is in the charger unit, pick up the handset to answer the call. You are automatically connected to the call.

If you want to turn on the speakerphone, press the Speakerphone button.

- 2 When you are finished with the call, press **TALK** to hang up.

- Moving or additions to current systems
- Voice and data wiring
- Employee training and programming

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Make an Intercom Call

- 1 Press the Intercom button.
- 2 When you hear dial tone, enter the extension number using the dialpad.
If you want to turn on the speakerphone, press the Speakerphone button.
- 3 When you are finished with the call, press **TALK** to hang up.

Answer an Intercom Call

- 1 Do one of the following:
 - If the handset is out of the charger unit, press **TALK** to answer the call.
 - If the handset is in the charger unit, pick up the handset to answer the call. You are automatically connected to the call.If you want to turn on the speakerphone, press the Speakerphone button.
- 2 When you are finished with the call, press **TALK** to hang up.

Place a Call on Hold

- 1 While on a call, press **HOLD**.
- 2 To resume a call, you must be in Talk mode. Press the button representing the call on hold.

Transfer a Call

- 1 While on a call, press **TRANSFER**.
- 2 When you hear dial tone, dial the extension or telephone number to which the call is being transferred.
- 3 Do one of the following:
 - To transfer the call without announcing it, press **TALK**.
 - To announce the call before transferring, wait for the called party to answer. When the called party answers, announce the call and press **TALK**.

Conference a Call

- 1 While on a call, press **CONF**.

NOTE

Depending on your system, you will hear dial tone or you must select a line.

- 2 Select an Intercom button or line button, and dial the extension or telephone number.
- 3 When the other party answers, press **CONF** to have a three-way conversation.

Mute a Conversation

- 1 While on a call, press **MUTE**.
- 2 Press **MUTE** again to turn the handset speaker back on.

Changing Handset Settings

This section describes how to:

- Change the earpiece volume
- Change the ring type and volume
- Set Vibrate mode
- Turn the ringer off
- Set the End of Range alarm

Change Earpiece Volume

Press the **Vol +** and **-** buttons on the side of the handset during a call to change the earpiece volume on the handset.

Change Ring Type and Volume

Press the **Vol +** and **-** buttons on the side of the handset in Standby mode (the handset is out of the charger unit and not in use) to change the volume.

To change the ringer type:

- 1 Press **menu**.
- 2 Press **menu** again to select "Change Ringer Type."
- 3 Use the **Vol +** and **-** buttons to scroll up/down to select the desired ring tone. Each time you select a tone, the handset plays that tone. You can choose from six tones.
- 4 Press **menu** to set the ring tone.
The Saved message appears.
- 5 Use the **Vol +** and **-** buttons to select "Exit."
- 6 Press **menu**.

Set Vibrate Mode

- 1 Make sure the handset ringer is set to on.
- 2 Repeatedly press the **Vol +** button on the side of the handset until you feel the handset vibrate. **Ring Off (Vibrate)** will also appear in the handset display.

NOTE ▶

If the handset is set to vibrate and the handset is in the charger unit when there is an incoming call, you will hear a low ring.

Turn Ringer Off

Press and hold the **Vol -** button on the side of the handset. The ringer off icon appears in the display.

Set Silent Alert

- 1 Turn the ringer off.
- 2 Place the handset in the charger unit. An incoming call is indicated in the handset display.

Set the End of Range Alarm

Use this procedure to set whether the handset will alert you when you move beyond the range of the base or repeater.

- 1 Press **menu**.
- 2 Use the **Vol +** and **-** buttons on the side of the handset to select "End of Range Alarm."
- 3 Press **menu**.
- 4 Use the **Vol +** and **-** buttons to select "On" or "Off."
- 5 Press **menu** to save your setting.
The system displays "Saved."
- 6 Use the **Vol +** and **-** buttons to select "Exit."
- 7 Press **menu**.