

CORDLESS TELEPHONE

Your new Cordless Telephone has all the traditional features you would expect: make and answer calls, transfer calls, initiate conference calls and access/manage your voicemail.

OVERVIEW OF DECT HANDSET



KEY FEATURES OF THE CORDLESS TELEPHONE

CALL MANAGEMENT

- **Making a call:** Dial the number and press either the **Talk** button or the **Call** Soft-Key
- **Answering a call:** Press the **Talk** button or press the **Call** soft-key
- **Ending a call:** Press the **Off** key.
- **Operator:** Dial '100' for the Operator.
- **External Line:** Don't dial '9' for an outside line, just dial the number.

CALL TRANSFER

- During a call press the 'Menu button, in the menu select Transfer (to put the caller on hold) and enter the transfer phone number.
- Either wait for the user to answer or press the 'Transfer' soft key immediately.

CALL HOLDING

- During your call, press the 'Hold' soft-key to place the user on hold. Press again to resume the call.

CONFERENCE CALL

- Call the first party as described in Call Management.
- Press 'the menu soft key and select conference from the options available.
- Dial the second party and press the 'Conference' soft key to add them to the call.

MUTE / UN-MUTE

- During your call, press the Mute soft-key. Press again to unmute. During mute you can hear the other party but they cannot hear you.

GETTING STARTED

To start using your telephone you must first change your Voice Portal passcode and record a voicemail greeting:

- Dial 88 from your telephone.
- When prompted enter the passcode emailed to you by Telecoms followed by hash (#).
- Follow the instructions to enter your new passcode and to record your new voicemail.

PASSCODE REQUIREMENTS

Your passcode must conform to the below criteria:

- At least five digits and not the same repeated five times.
- Not your own extension number forward or reversed or the previous code used.

VOICEMAIL

- Dial 88 to access voicemail and enter your passcode
- Follow the voice prompts to access your voicemail.
- By default all voicemail is also sent by email.

HANDSET FEATURES

- Menu driven user interface
- 10 days stand by and 5 hours talk time on a single charge. Recharging cradle supplied
- 10 last dialed number memory
- Range up to 150 meters

KEY SHORTCUT CODES

With the handset in the cradle or lifted, dial the following codes followed by the 'Talk button or Call soft-key

**3	Pick up a call to a colleague's telephone (if in a
88	Access voicemail and change voicemail greetings.
#9 + number	Activate call forwarding - immediately forwards all incoming calls to a specified number.
##9	Deactivate call forwarding.
#988	Automatically transfer all calls to voicemail.
#21	Deactivate auto transfer of calls to voicemail.