

Adjusting Your Telephone Ring & Pitch (using the blue buttons)

Volume:

With your phone ON the hook, dial #136

Your phone will begin to ring
Use the **blue** UP and DOWN arrow keys to adjust to the required level
Press SPKR to save.

Pitch (this will adjust the tune of your phone ring to differentiate it from other phones in your area)

With your phone on the hook, dial #136

Press 2
Use the blue UP and DOWN arrow keys to adjust to the required pitch
Press SPKR to save.

Note: Ensure that you have the "Headset Only" button **turned off** when using this feature

Using a HEADSET

Connect your headset to the socket underneath your digital phone (labelled #2 port – *picture of a headset*)

Press the **"HEADSET ONLY"** button. The light will go **red** to indicate that you are in "headset mode"
Place the handset on the hook.
You are now free to use BOTH the handset receiver and the headset to make or answer calls.

To make an outgoing call via your headset:

Dial out directly from the telephone keypad (include 0 as usual if this is an outside call)
You will hear and speak via your headset.

To answer a call via your headset:

Press the SPKR button to answer a call. The **SPKR and LINE** button will go red.

To disconnect from a call via your headset

Press the **SPKR** button while active on a call. The SPKR and LINE buttons will go out.

To Go From Headset to Handset

To go from headset to handset during a Call. Lift the handset.
You can now hear the caller through both the headset and handset.

To go From Handset to Headset ONLY

Press the TOGGLE Handsfree" button
Return the handset to the cradle
Your **SPKR** and **LINE** buttons will remain lit.
You will now only hear the caller through your headset.

Using Hands-free (when you have a headset attached)

Turn off the **"HEADSET ONLY"** button. The light will go out.
You can now make hands-free calls by dialling directly from the keypad.
To answer a call hands-free, press the SPKR button.
You are free to lift the handset at any time, however, to go back to hands-free, you must press the "TOGGLE Handsfree" button before hanging up the handset to continue the call hands-free.
If you do not press the "TOGGLE Handsfree" button first, then...your call will be disconnected.

Note: You cannot turn on the headset button or use your headset while on a hands-free call. You cannot go to speaker mode (hands-free) while engaged on a headset call.



Coral Flexicom Digital Telephone

ADFA

Digital User Guide

2800-HS



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MAKING A CALL

You may dial directly onto the keypad – this will put you into handsfree mode.

Outside calls – Dial 0 followed by the number you wish to call.

Internal calls – Dial 5 digit extension.
Switchboard – 9

DIALLING UNSW KENSINGTON

Dial 8 + 5 digit extn number

SPEAKER (Hands free Dialling)

All digital phones have full hands-free dialling and microphone.

Once you have lifted the handset, to return to hands-free operation, you must press the “**TOGGLE to Handsfree**” button before replacing the receiver.

HOLD

To place a caller on Hold, press the “Hold” Button

To retrieve the call, press the relevant line key OR “Hold” again.

Note that you can make another outside call whilst your caller is on hold.

When you have the first party on HOLD and have dialled the second party, you may toggle between two callers by pressing the HOLD button. You can continue to toggle between the callers by using this procedure.

TRANSFER:

Press **TFER/CONF** then dial the extension or outside number where you wish to transfer the call. Wait for ring tone or for the party to answer, and then hang up to complete the transfer. If your party does not wish to take the call, wait until they hang up and you will get the caller back automatically.

Transfer Note: Should you wish to go back to a caller because you have reached a voice mail, you will need to press **TFER CONF** *twice* to disconnect the voice mail and return to the caller.

CALL PICK UP

Press **PickUp** (or #4) to pick up the FIRST call into your group.

To pick up a specific extension, use the **Direct Pick Up** button (or **) **plus the extn** of the phone you wish to answer.

CALL PARK

Ask your caller to hold. Press the **PARK** button and hang up. You can now collect this call from any other phone on site within 10 minutes. If you do not retrieve the call in that time, it will ring back at the extension it was PARKed at.

To take the “Parked call” at another phone, press PARK followed by your 5 digit extension number (or the extn of the phone where you are PARKed the call. If the phone is not a digital telephone, you can use the code *9 followed by textension number. To take a “Parked call” at your own phone, press the flashing **LINE** key.

LAST NUMBER REDIAL -

Automatically dials the last number you called or you can simply press the **Last No Redial** button.

MUTE

You may turn the Microphone off during a conversation by pressing the **MUTE** button (light will shine red). The microphone will be muted through the Hands-free speaker, the handset receiver or your headset.

To turn it back on, press MUTE again (light goes out).

3 – WAY CONFERENCE

While in conversation with the first party, press the **TFER/CONF** button and then dial the telephone or extension number of the second party. Remember to dial zero if it's an outside call. While you do this, your first call will be on hold. After the second party answers, press the **TFER/CONF** button again to create a 3-way conversation.

SETTING UP YOUR VOICE MAIL

Refer to the Voice Mail User Guide to see how to set up a greeting message and password and also how to retrieve your messages.

Diverting your Extn (FWD ALL)

Sending calls to another extension

To set, press the **FWD ALL** button, and then enter the extension number where you want your calls to ring. The **FWD ALL** button will shine RED while the feature is active

To cancel your forwarding, press FWD All and dial #10.

CALL FORWARD BUSY/NO ANSWER

Press FWD Busy/No Ans button.

Then enter 39999 if you wish your calls to go to voice mail.

Alternatively, you may enter an extension number to where your calls will be redirected.

To cancel at any time, Press FWD Busy/No Ans button and then #10

The **FWD VMAIL** button will send your calls directly to Voice Mail. Use this feature if you are on leave, in a meeting or do not wish to be disturbed. This button toggles ON/OFF and shines RED when the feature is active.

FOLLOW ME DIVERSION

Allows you to divert from another extension

When you arrive at a location and you wish to receive your calls Dial #189

Dial your own extn number
Dial activation code #11

You may repeat this at various locations as you arrive and your calls will “follow you”

To cancel at your own extn *1#10

PROGRAMMING BLANK BUTTONS

Dial Program feature code **#139**

Press a blank button

Dial zero for an outside line
Enter the number you wish to store

Press the blank button again to save

Press SPKR

You have now created an Auto Dial.

You can reprogram in the same way

CALL BACK

When dialling an extension and you hear busy tone, you may wish to have the system automatically call you back when the extension becomes free.

Press **TFER/CONF** then the number **2** when you hear the busy tone and simply hang up.

Your telephone will call you back when the extension is free.

FOR ASSISTANCE: **1999 OR After August 5th 2005:**

Call the your On-Site Telephone representative on **88850**

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