IP Keyphone

Telephonics
TELECOMMUNICATION SPECIALISTS

Placing a Call
- **Using the handset:**
- Pick up the handset
- Enter the number, and then press the send soft key
- **Using the speakerphone:**
- With the handset on-hook, press

Call Transfer
- While connected to an outside line, press **TRANSFER**
- Dial the desired extension number, (**700-899**)
- Hang up to complete call transfer
  Or: Announce the call, then hang up to complete call transfer

External Call Transfer
- While connected to an outside line, press the **TRANSFER**
- Dial outside number
- Press **Send**

Call Pick-up
- Press **Pick Up Key or *88 #** to answer an unattended phone ringing

Using Speed Dial Numbers
- Press the **Directory** Soft Button then press 1 for all contacts or use soft button to search

Ring Type Mode
- Press **Menu** button Scroll to basic press 4 followed by 1, 2 or 3
- Press **Save** button

Redial
- Press redial, scroll to appropriate number—press send

Voicemail
- Push voicemail key and follow prompts

Call Forward
- Press Menu scrool to the features
- Press 1 for call forward select options :
- 1 always forward
- 2: busy forward
- 3: no answer forward
- Press 1 to enable call forward and 2 to enter phone number to forward to

To cancel a Call Forward
- Press Menu scrool to the features
- Press 1 for call forward select options :
- 1 always forward
- 2: busy forward
- 3: no answer forward
- Press 1 to disable and 2 to delete number

Holding Calls
- Press hold button
  To retrieve press flashing green light

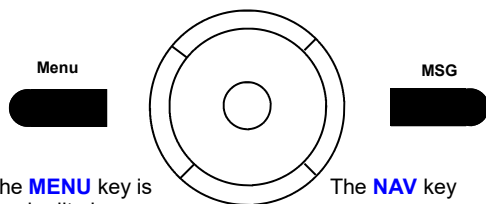**Do Not Disturb (DND)**
- Press Dnd on soft key

Flexible Keys
Program Flexible Buttons
- ● Press the MENU button
- Scroll to features
- Press 4 for DSS keys
- Press ok on desired flex key
- Change using navigation keys
- Press save

For further assistance contact our help desk
06 3570900

Menu

MSG

The **MENU** key is used edit phone settings

The **NAV** key

Trans/PGM

The **TRANSFER** key is used to **TRANSFER** calls and **PROGRAM** system features on the keyset

Hold/Save

The **TRANSFER** key is used to place calls on **HOLD**, it is also used to confirm the programming of features

Mute

The **MUTE** key mutes the microphone so the other party cannot hear you

Speaker

The **SPEAKER** key is used to activate the speaker on the phone for the hands free speakerphone

DND

The **DND** key puts your phone in Do not disturb mode so you will not receive any calls, also switches phone into Day/Night/Auto modes

Headset

The **Headset** key lets you choose between Speaker / Headset modes

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User Guide
T46U IP Phone