# Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

# To listen to voice messages:

- 1. Press ( ) or the Message softkey.
- 2. Follow the voice prompts to listen to your voice messages.
- To update your Voice Mail Greetings:
- 1. Press 🖾 or the Message softkey.
- 2. Enter in your password, by default it is "4567"
- 3. Enter Option "0", then record options "1" and "2" to your satisfaction

# **Customizing Your Phone**

# **Call History**

- 1. Press the History soft key when the phone is idle, press  $(\bullet)$  or  $(\bullet)$  to scroll through the list.
- 2. Select an entry from the list, you can do the following:
- Press the Send soft key to place a call.
- Press the **Delete** soft key to delete the entry from the list.
- If you press the **Option** soft key, you can also do the following:
- Select Detail to view detailed information about the entry.
- Select Add to Contacts to add the entry to the local directory.
- Select Add to Blacklist to add the entry to the blacklist.
- Select Delete All to delete all entries from the list.

# **Speed** Dial

# To configure speed dial keys:

1. Email into voip@rockymountainsys.com and provide the speed dial position you'd like to edit, and what to edit it to.

#### To use the speed dial key:

Press the speed dial key to dial out the preset number.

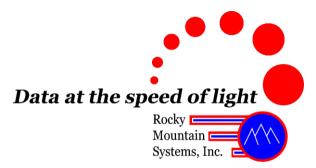
Note: You can add contacts from the call history easily. For more information, refer to Call History above.

# Volume Adjustment

- Press \_\_\_\_\_ uring a call to adjust the receiver volume of the handset/speakerphone/ headset.
- Press \_\_\_\_\_\_ when the phone is idle to adjust the ringer volume.

# **Ring Tones**

- 1. Press the Menu soft key when the phone is idle, and then select Settings->Basic Settings-> Ring Tones.
- 2. Press  $(\bullet)$  or  $(\bullet)$  to select the desired ring tone.
- 3. Press the Save soft key to accept the change.



# **Ultra-elegant IP Phone**

www.rockymountainsys.com

**Quick Reference Guide** 

# **Basic Call Feature**

#### **Placing a Call**

#### Using the handset:

1. Pick up the handset.

2. Enter the number, and then press the Send soft key.

#### Using the speakerphone:

1. With the handset on-hook, press

2. Enter the number, and then press the Send soft key.

#### Using the headset:

1. With the headset connected, press 💽 to activate the headset mode.

2. Enter the number, and then press the **Send** soft key.

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the Headset key, Speakerphone key or by picking up the handset. Headset mode requires a connected headset.

# Answering a Call

Using the handset:

Pick up the handset.

Using the speakerphone:

# Press (1). Using the headset:

Press 🕡 .

Note: You can ignore an incoming call by pressing the Reject soft key.

# Ending a Call

# Using the handset:

Hang up the handset or press the Cancel soft key.

# Using the speakerphone:

Press or the Cancel soft key.

# Using the headset:

Press the Cancel soft key.

# Redial

- Press 🕒 to enter the placed call list, press 🕤 or 🕤 to select the desired entry, and then press 🕤 or the **Send** soft key.
- Press 🔽 twice when the phone is idle to dial out the last dialed number.

# Call Mute and Un-mute

- Press 🕢 to mute the microphone during a call.
- Press 🕢 again to un-mute the call.

# **Call Hold and Resume**

To place a call on hold:

Press the Hold soft key during an active call.

# To resume the call, do one of the following:

• If there is only one call on hold, press the **Resume** soft key.

If there is more than one call on hold, press  $\bigcirc$  or  $\bigcirc$  to select the desired call, and then press the **Resume** soft key.

# Call Transfer

You can transfer a call in the following ways:

# **Blind Transfer**

- 1. Press the Tran soft key during an active call. The call is placed on hold.
- 2. Enter the number you want to transfer to.
- 3. Press the Tran soft key.

#### Semi-Attended Transfer

- 1. Press the Tran soft key during an active call. The call is placed on hold.
- 3. Press the Tran soft key when you hear the ring-back tone.

# Attended Transfer

- 1. Press the Tran soft key during an active call. The call is placed on hold.
- 2. Enter the number you want to transfer to, and then press #
- 3. Press the Tran soft key when the second party answers.

# **Call Forward**

#### To enable call forward:

- 1. Press the Menu soft key when the phone is idle, and then select Features->Call Forward.
- 2. Select the desired forward type:
  - Always Forward----Incoming calls are forwarded unconditionally.
  - ${\it Busy Forward} {\it ----} Incoming calls are forwarded when the phone is busy.$
  - No Answer Forward ---- Incoming calls are forwarded if not answered after a period of time.
- 3. Enter the number you want to forward to. For No Answer Forward, press (•) or (•) to select the desired ring time to wait before forwarding.
- 4. Press the Save soft key to accept the change.

# **Call Conference**

- 1. Press the **conf** soft key during an active call. The call is placed on hold.
- 2. Enter the number of the second party, and then press the Send soft key.
- 3. Press the **conf** soft key again when the second party answers. All parties are now joined in the conference.
- 4. Press the Cancel soft key to disconnect all parties.

Note: You can split the conference call into two individual calls by pressing the Split soft key.