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.

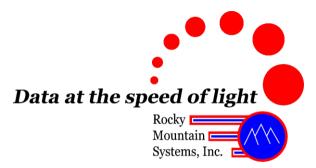
Note: You can add contacts from the call history easily. For more information, refer to Call History above.

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.