How to Use the Telephone

Display

Ring/Message Indicator

Volume, Speaker & Mute

Handset

Fixed Function Keys

Hands Free Speaker

Keypad

Programmable Feature
Keys & Line Keys

Navigation Keys

Phone Book

12:25 pm 30-NOV-10

Voicemail
Call Hist
Call Forwarding
DND
Pickup
2206
Home

Function Keys

VOLUME ARROW KEYS: Press to adjust volume whilst on a call.

SPEAKER: Press to make or receive hands-free calls.

MUTE: Press to mute your microphone.

SUPERKEY: Press to program the personal Line Keys.

CANCEL: Ends a call or cancels any input and returns to previous menu.

REDIAL: Press to redial the last number this will show on display screen.

HOLD: Press to place a call on hold and retrieve from hold.

TRANSFER/CONFERENCE: Press to Transfer & make a Conference call.

MESSAGE: The light will flash when a message is waiting to be retrieved.

Frequently Used Instructions

Answering a Call:

Lift the handset OR press the green flashing Line Key.

Making a Call:

Lift the handset OR dial the number.

(prefixing external calls with a 9).

Putting a Call on Hold:

Press the Hold Key, the green Line Key flashes.

Return to a held Call:

Press the Hold Key or the green flashing Line Key.

Call Pickup:

Press the Pick up Line Key to pick up calls.

Additional Instructions

Call History
- Press the Call History Line Key.
- Press either the Yes or No Line Key to view missed, outgoing, or answered calls.
- Use the Volume Arrow Keys to view the calls.

Transfer a Call
- Press the Transfer/Conference Key.
- Dial the extension number.
- Hang up to complete the transfer.

Programme a Speed Call
- Press the Super Key.
- Press Settings Line Key.
- Press Programmable Line Key.
- Select a Line Key to program a number *(use the Navigation Keys to change pages)*
- Press Speed Call Line Key.
- Press Edit Line Key and enter the label for the Speed Call.
- Press Edit Number Line Key and enter the number *(prefixing with a 9 for external calls)*
- Press the OK Line Key.
- Press the Save Line Key.
- Press Close to return to Main Menu.

Set up a Conference Call
- Dial your first telephone number (internal or external).
- Press the Transfer/Conference Key.
- Dial second number (internal or external).
- Press Transfer/Conference Key to join all parties.
- Repeat to add further parties.
- Hang up to end the call.

Record a Voicemail message
- Press the Voicemail Line Key or dial 5555 to access the voicemail mailbox.
- Enter personal 4 digit code *(default code is 1234)*
- Follow the verbal prompts.

Retrieve a Voicemail
- Red light will flash when a message has been left.
- Press the Voicemail Line Key or Message Key to retrieve messages.
- Follow the verbal prompts.

Retrieve a Voicemail remotely
- Dial your dedicated telephone number or contact reception to be put through to your extension.
- On hearing your voicemail introduction.
- Press the * Key to proceed.
- Follow the verbal prompts.

Set up a Call Forwarding
(To forward your calls when not in the office)

If you wish to divert your calls to another number:
- Press the Call Forwarding Line Key and enter the number (prefixing with a 9 for external calls).
- Press the Activate Line Key.

If you wish to divert your calls to Voicemail:
- Press the Call Forwarding Line Key and enter 5555.
- Press the Activate Line Key

Further profiles can be set up. Please contact our Reception for assistance or further information.

Cancel a Call Forwarding
- Press the Call Forwarding Line Key.
- Press the Deactivate Line Key.

How to use Unified Communicator Advanced

Unified Communicator Advanced (UCA) is an Application which sits on your Personal Computer and provides you with the tools to manage and control your communication with colleagues, suppliers and customers quickly and effectively.

One of the many UCA features is the ability to 'click and dial' from your Personal Computer.

To log In/Out of UCA:

• Launch the UCA Desktop application. The Login dialog box appears.
• Type your Login ID and Password.
• Click Log in.
• Select Exit from the Main Menu to log out of the Desktop.

Communicate with one of your Contacts:

**Searching for your Contact**
Search Contact Box: Enter the Contact name and when the Contact name appears in the List, right click the Contact for additional options.

Communicating with your Contact
To make a call from UCA, hover your mouse over the call label on the options box and click on the number you wish to call.

To email from UCA, hover your mouse over the email label on the options box and click on the email address you wish to use.

Select Chat to access the Instant Messenger (internal only).

Main Menu:
Select icon next to user name

Current Dynamic Status

Search Contact Box
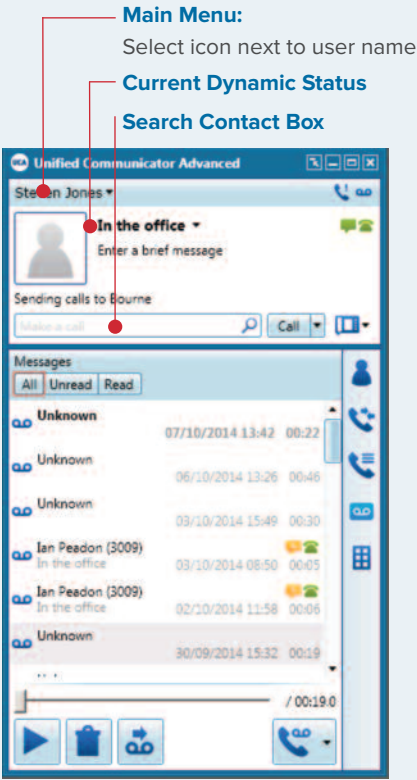
Main Menu
Select the icon next to user name on the top left hand side of the Application. This enables you to view the drop-down box where the following functions are available:

Configuration:
Provides options to configure features such as call notification, calendar integration, softphone setting.

Manage Account:
Provides a way to add contact information, upload a photo and configure additional aspects of your UCA account.

Manage Status:
Allows you to create and delete Dynamic Statuses and edit Dynamic Status elements such as call routing.

Import Contact:
Imports contact to UCA from your Microsoft Outlook, IBM, Lotus Notes, or Sage Software ACT Personal Information Manager.

Views and Features

Contacts: Your list of corporate, personal and favourites contacts.

Call History: Provides call histories for your dialled, received, and missed calls. Right-click a number to access additional options.

Active calls: Lists all other devices linked to the UCA Account.

Messages: Allows you to play, forward, and delete voice mail messages, view fax messages, and change your voice mail PIN.

Launchpad: Provides quick access to telephone numbers, URLs, applications, and files on your computer.

Additional Features of the UCA

- **Mobile:** Gives you many of the UCA features on your Smart Phone enabling you to control calls to your desk phone.

- **Softphone:** Enables you to use your PC as a phone using all the UCA features from anywhere in the world.