Your new phone has so much more to offer than just allowing you to say **"Hello"**

This guide will walk you through the options your new phone offers.

Programming your phone is easy as ① ② ABC ③ DEF #

Model: 121S

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Getting to know your phone.

Volume Control

Press volume up/down to adjust speaker, handset, and background music levels, ringer level, and ringer type. Each volume setting can be adjusted while in that mode.

To adjust ring volume - dial #136
To adjust ring type - dial #1362

Volume up
Volume down

The options on the bottom line of the display change with the condition of the phone and allow one touch functions.

Soft Key Display When Phone Is Idle

| CALLog | Dir | Remind |

Soft Key Display When On Call

| Page_Q | Xfer | Hold |

Soft Key Display When Transferring Call

| RECONN | Mute | |

Ring & Message Waiting Light

Blinking red "strobe light"

```
03:05pm   11/07/2007   ISC
          Conf Rm 3  417
CALLog      Dir     Remind
```

System Info

Feature Options

Soft Keys

Programmable One Touch
DSS / BLF Buttons

Tadiran Telecom

Loop 2   VM Access
Loop 1   Fwd to VM
          Page Q
Xfer/   Mute
Conf.
Spkr.   FlexiCall
          FlexiHold

ESC   ENTER
ABC
MENU

Move back to the last menu

ESC   ENTER

Main Menu

ABC

MENU

Last Number Re-dial

Press the (*) key on the dial pad to re-dial the last phone number dialed.

Navigation Keys For Display

FlexiCall & FlexiHold Instructions

FlexiCall

When you answer a call with FlexiCall, you can do the following:

1: Call transfer to another ext > *2 + ext #
2: Call divert to your ext > *5 will ring immediately
3: 3-way conference call > *2 + ext #. Once connected with the other ext has been established, press *2 again.

Direct Pickup

Use this feature to pickup any ringing station in your system.

1: Press pickup or dial 177.
2: Dial the # of the ringing ext.
3: Answer the call.

*Tip: 177 + ext under a button will offer a one-touch direct ext call pickup.

FlexiHold

Press "FlexiHold" anytime you wish to divert an incoming call to your "Please Hold" or "Request To Hold" greeting. To program FlexiHold:

1: Dial # 139
2: Choose and press a programmable button.
3: Dial #1445
4: Dial the destination number _____.
5: Press the selected programmable button again to complete programming.

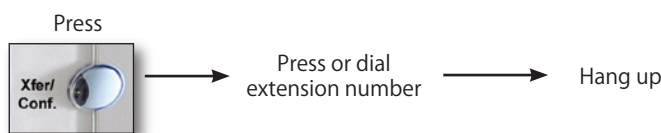## To program or change a Speed Dial Private Library number:

1: Dial Private Library number feature code #193
2: Dial the relevant library number (3000-3009) or scroll thru the library using ————
3: Dial the line-out access code 9 WXYZ
4: Dial the outside telephone number as you normally would.
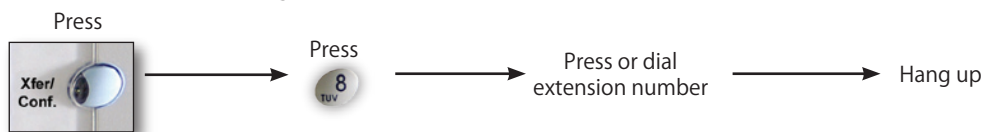5: Press Spkr. to end programming.

Quick Reference

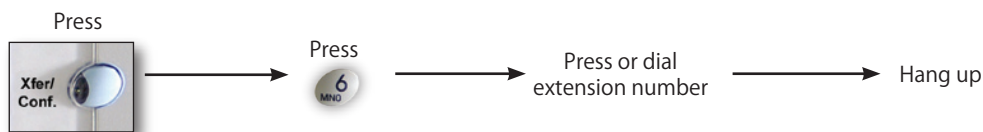## To transfer a call directly to an extension as a screened call:

Press
Xfer/ Conf. → Press or dial extension number → Voice announce & wait for reply →

- Call accepted → Hang up
- Call not accepted → **RECONN**

Press soft key on display to pull call back

To transfer a call directly to an extension as a UN-screened call:

Press
Xfer/ Conf. → Press or dial extension number → Hang up

To transfer direct to page - Q:

Press
Xfer/ Conf. → Press 8 TUV → Press or dial extension number → Hang up

To transfer direct to voice mail:

Press
Xfer/ Conf. → Press 6 MNO → Press or dial extension number → Hang up

Making a conference call during a phone call (up to a 14 party conference call):

Press
Xfer/ Conf. → Press or dial extension number or dial 9 + phone number → Wait for answer → Press **Xfer/ Conf.** → To add additional call to the conference call, repeat steps from the beginning.
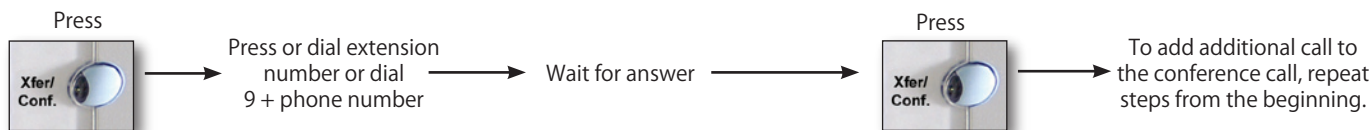
First Time Mail Box Set-Up Steps

The first time you access your voice mailbox the system will ask you a few simple questions to help you properly set it up. Follow the steps listed below along with the system conversation.

Step 1: Press your voice mail access button.

Step 2: Enter default security code: 0 0 0 0

Step 3: Choose a new security code (4 digits)
Press * to continue.

Step 4: Re-enter your new security code (4 digits)
Press * to continue.

Step 5: Record your first and last name (only your name)
Press 1 to listen, press 2 to re-record, press * to continue)

Step 6: Record a personal greeting (remember to include your name)
Press 2 to listen, press 3 to re-record, press * to continue.

Step 7: You're finished! Your mailbox is now set up!

Voice Mail Access Information

To access your voice mailbox from your extension

1: Press the voice mail access button.

2: Enter your security code: _____

To access your voice mailbox from outside your office

1: Call the voice mail system: _____

2: When the system greets you, enter your personal ID
(# + Extension number): # _____

3: Enter your security code: _____

Quick Message Actions / Shortcuts

Press during or after a message.

Save Message — 1

Check Next Message — 2 ABC

Delete Message — 3 DEF

Repeat Message — #

Hear Message Info — 8 TUV

Return Call — 7 PQRS 1

Forward (redirect) Message — 7 PQRS 2 ABC

Control Playback (speed / volume) — 9 WXYZ

Press at main menu.

Leave A Message — 2 ABC

Change Mailbox Setup — 3 DEF

Change Your Password — 3 DEF 4 GHI

Change Personal Greeting — 3 DEF 2 ABC 3 DEF

Loop Keys
Visual indication of call activity.
Lit solid = Current call
Blinking one flash / second - Call ringing in
Blinking two flashes / second = call on hold

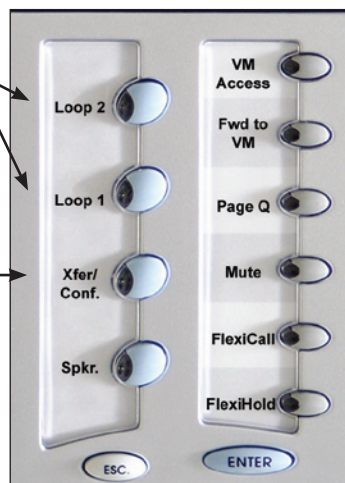### Conf. Button
See instructions on page 3

Xfer Button
See instructions on page 3
Used to transfer internal and external calls to users outside or within the system.
6 + ext. = transfers to voicemail
4 + ext. = handsfree intercom
8 + ext. = personal page Q

[Phone button panel: Loop 2, Loop 1, Xfer/Conf., Spkr., ESC | VM Access, Fwd to VM, Page Q, Mute, FlexiCall, FlexiHold, ENTER]

Voicemail Access
Press to access your personal voice mailbox

Forward To Voicemail
Directs all calls to your voice mailbox without ringing your phone. Toggles on/off.
Lit when it is active.

Page Q (8 + Ext.)
While on a call, pressing this btn. parks the call on your page Q. Pressing this btn. again picks the call back up. To pick this call up from another ext. dial 8 + your ext. number. To place a call on your page Q from another ext. press and dial 8 + your ext. number.

Mute Button
When using the speakerphone or headset, the button will shut off your microphone so a caller cannot hear you. Toggles on/off.

FlexiCall
FlexiCall simultaneously bridges your cell hone & desk phone. This button will toggle FlexiCall on/off.
See instructions on page 3.

FlexiHold
Diverts incoming calls to your "please hold" or "request to hold" greeting. See instructions on page 3

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going beyond the call