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: 281S



03:05pm  11/07/2007  ISC
Conf Room 416

MSG      CALLog      Fwd      Music      FlexiC

Tadiran Telecom

Loop 02

Loop 01

Xfer/
Conf.

Spkr.

VM
Access

Fwd to
VM

FlexiCall

Page Q

Headset

Record

Brian
(405)

Brian (2)
(404)

Shelly
(408)

Ron
(402)

Randy
(409)

Kim
(405)

Brian Q

Shelly IP

Shelly Q

Ron Q

Murph

Magic
Johnson

ESC.

ABC

MENU

# Model: 281S

## 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
MSG    Call Log    FWD    Music    FlexCall

### Soft Key Display When On Call
Page_Q    Xfer    Hold    Mute    ElapTm

### Soft Key Display When Transferring Call
Xfr3-W    Mute    FcdRls    Dest    Source

### Ring & Message Waiting Light
Blinking red "strobe light"

03:05pm  11/07/2007  ISC
Conf Room 416
MSG    CALLog    Fwd    Music    FlexiC

System Info

Feature Options

Soft Keys

Programmable One Touch
DSS / BLF Buttons

Move back to the last menu

Moves cursor left and right, as well as scrolls soft key menu list up and down.

Main 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 77.
2: Dial the # of the ringing ext.
3: Answer the call.

*Tip: 77 + 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.

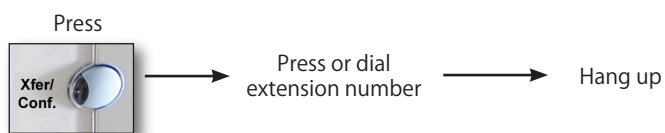## To program or change a Speed Dial Private Library number:

1: Dial Private Library number feature code #193
2: Dial the relevant library number (7000-7009) 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

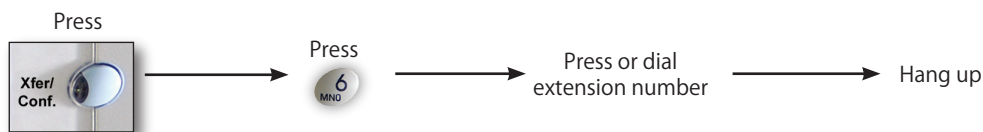## To transfer a call directly to an extension as a screened call:

Press **Xfer/Conf.** → Press or dial extension number → Voice announce & wait for reply →
- Call accepted → Hang up → Press soft key on display to pull call back **RECONN**
- Call not accepted → 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
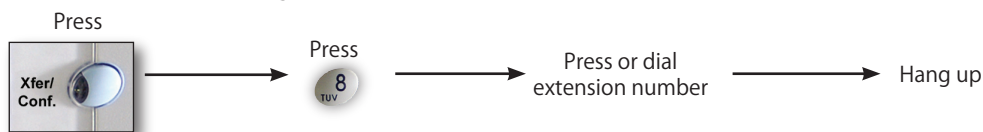
## To transfer direct to voice mail:

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.
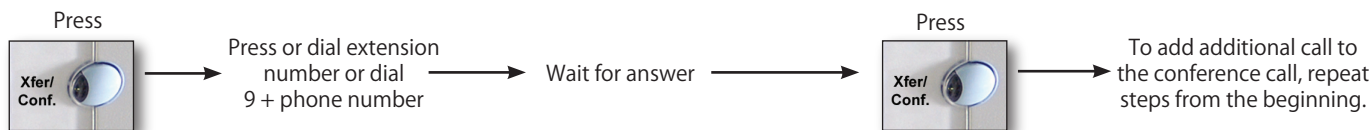
# First Time Mail Box Set-Up Steps

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.
(Enter 1 for Yes, 2 for No in answering the questions.)

**Step 1**: Press your voice mail access button. [VM Access]

**Step 2**: Enter default security code: 1234

**Step 3**: Record your first and last name (only you name). Press * when finished.

**Step 4**: Would you like to be included in the dial by name directory.

**Step 5**: Would you like to have two greetings (busy and standard).

**Step 6**: Record a standard greeting (remember to include your name).
Press * when finished.

**Step 7**: Record a busy greeting (remember to include your name).
Press * when finished.

**Step 8**: Choose a new security code (3-10 digits). Press * when finished.

**Step 9**: Re-enter your security code to confirm it. Press * when finished.

**Step 10**: When the system tells you that your mailbox is set up press . Press 1 to finish.

## Voice Mail Access Information

### To access your voice mailbox from your extension

1: Press the voice mail access button. [VM Access]

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
(9 + Extension number): 9 _____

3: Enter your security code: _____

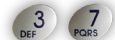## Quick Message Actions / Shortcuts

Press during or after a message.

| Action | Keys |
|---|---|
| Reply | 3 4 |
| Check Next Message | 3 5 |
| Delete | 3 6 |
| Archive | 3 7 |
| Hear Message Info | 3 8 |
| Redirect | 3 9 |
| Save as new (new msgs only) | 3 0 |
| Repeat message | 3 # |
| Slower (up to 3 times) | 4 |
| Faster (up to 3 times) | 6 |
| Rewind (4 seconds) | 7 |
| Pause | 8 |
| Forward | 9 |
| Change your greeting | 7 4 6 1 |
| Change security code | 7 7 4 |
| Skip personal greeting | * |

## 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

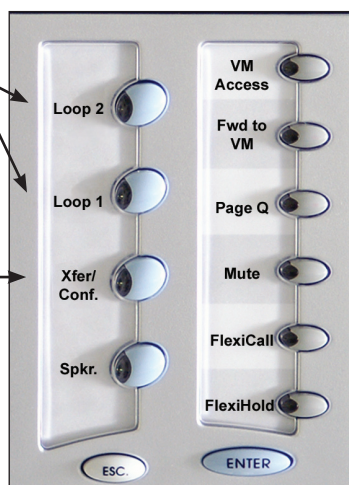## Conf. Button
**See instructions on page 3**

## 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 diagram: 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

# going beyond the call