

Call Indicator

The bright red LED on the top right corner of the phone indicates incoming, ongoing, held, and missed calls.

- Blinks rapidly when a call is coming in.
- Glows steadily when dialing, when in an active call, and when you have missed a call.
- Blinks slowly when you put a call on hold.

Input Mode





The text under the cursor shows the current input mode (123 = numerals, abc = lower case letters, ABC = upper case letters).

- Press **[a>A] Edit Mode** to change input mode to ABC.
- Press **[R>1] Edit Mode** to change input mode to 123.
- Press **[1>a] Edit Mode** to change input mode to abc.


Entering numerals, letters & symbols

- In 123 input mode, press the desired number key on the dialpad.
- In ABC / abc input mode:
 - press a number key (2-9) repeatedly to select a letter or number.
 - press the 1 key repeatedly to select a symbol.
 - press the 0 key repeatedly to select a space, underscore, or zero.
- Press **[X] Backspace** to delete a character.




Making calls

You can make calls using the handset, speakerphone, or headset. To change modes, pick up the handset, or press  or . The green LED of the key is lit when the speakerphone mode  or the headset mode  is turned on.




Handset

- Lift the handset off the cradle, enter the phone number, and press .
- OR enter the phone number and pick up the handset.





Speakerphone

1. If the green LED of the  key is lit, press  to turn off headset mode.
2. With the handset in the cradle, enter the phone number and press .







Headset

1. If the green LED of the  key is NOT lit, press  to turn on headset mode.
2. Enter the phone number and press .






Redialing

- Press  to show the last numbers dialed, with the most recent at the top. Press  /  on the navigation key to select a number. Press  to dial.








Calling a number from call history

- Press  **Call History**. Press  /  to select **All**, **Missed**, **Received**, or **Dialed** calls. Press  /  to select a call. Press  to dial the number.


Calling a number from phone directory

- Press  **Directory** or . Press  /  to select a name. Press  twice to dial the number.


Calling a number from external directory

- Lift the handset off the cradle or press . Press  **Pool**. Press  /  to select a directory. Press  /  to select a name. Press  twice.

Speed dialing

- Enter the speed dial number (0-30) or character (**#**, *****) assigned to the phone number. Press  to dial.
- OR press a function key (on either side of the display) that is assigned to a speed dial.

Function keys

- Press a Line function key, enter the phone number, and then press .

Answering Calls

You can answer calls using the handset, speakerphone, or headset.

Handset

- Lift the handset off the cradle.

Speakerphone

- Press .

Headset

- Press .

Function keys

- Press the Line function key with the blinking LED.



Ending calls

- Place the handset in the cradle or press .



Call waiting

If you are on a call and receive an incoming call, the call indicator LED blinks rapidly, and you hear a double beep alert tone.



Press  **Right** to display the Call Waiting screen.

- To accept the incoming call and put your current call on hold, press  OR press the Line function key with the blinking LED.
- To reject the incoming call, press  OR ignore the call waiting announcement.




Mute the microphone

- Press  to mute/unmute the microphone during a call. While mute, the red LED of the  key is lit.

Do Not Disturb (DND)

- Press  to turn Do Not Disturb on or off. While on, the  symbol appears at top of the screen.

Retrieve voicemail messages

- Press  to call your voicemail retrieval number. When you have a new message, the red LED of the  key is lit and the  symbol appears at top of the screen.

- **INITIAL SETUP:** Press , dial 7667# and follow prompts.

Hold and retrieve calls

To put the active call on hold:

- Press OR press **Hold**
- OR press the Line function key with the steady LED.

To retrieve the held call:

- Press OR press **Retrieve**
- OR press the Line function key with the blinking LED

Switching between calls

To switch between calls (active, on hold, call waiting):

- Press **Right** or **Left** until the call you want is displayed on the screen.
The symbol color indicates the type of call:
 Yellow = on hold, Green = active, Blue = call waiting
- Any keys you press (such as **Hold**) will affect the call currently displayed on the screen.

Transfer calls

There are two ways to transfer a call:

- **Attended transfer** - Call the destination party first, and announce the call before making the transfer.
- **Blind transfer** - Transfer the call to the destination party without announcing the call.

Attended transfer

1. Put all calls on hold.
2. Dial a number and press .
3. When the party answers, announce the call.
4. If you have more than one call on hold, press **Right** or **Left** until the call you want to transfer is displayed.
5. Press **Transfer** or , then press .

Blind Transfer

1. Press **Transfer** or .
2. Dial a number and press .

Conference calls

1. Call the first party.
2. Put the call on hold.
3. Call the second party.
4. Press **Conference**.
The conference is established, and the Conference screen appears.

Selecting a party

1. Press **Right** or **Left** to select a party in the conference.
2. Press **Left** to select the Conference screen.

Talking to one party in private

1. Select the party you want to talk to, and press .
The other party is put on hold.
2. To restart the conference, press **Conference**.

Putting one party on hold

1. Select the party and press **Hold** or .
The other party becomes an active call.
2. To restart the conference, press **Conference**.

Putting both parties on hold

1. Select the Conference screen and press **Hold** or .
2. To restart the conference, press **Conference**.

Ending the conference

1. Select a party or the Conference screen.
2. Press .

Forward calls

1. Press and select **Call Features > Call Forwarding**.
2. Select **Forward All, Forward when Busy, or Forward after Timeout**.
3. Select **Enable Forwarding**, and press to switch between **On** or **Off**.

4. Select **Target** and enter the phone number to forward calls.
5. For **Forward after Timeout**, enter the **Wait Time** (in seconds) before forwarding the call.

Call history

- Press **Call History**. Press to select **All, Missed, Received, or Dialed** calls.
- Press / to select a call.
- Press to dial the number of the selected call.
- Press **Delete** to delete the selected call.
- Press **Clear** to delete the entire list.
- Press **Sort** to sort the calls.
- Press **Details** to show details of the selected call. Press **Add Contact** to add the call to the Directory.

Directory

- Press **Directory** or . To select an entry, press / OR enter the first letter of a name.
- Press **Sort** to sort entries. Press / to select a sort option and press .
- Press **Delete** to delete the selected entry.
- Press **Details** to display the selected entry. Press **Dial** to dial the number of the entry.
- Press **Add Contact** to add an entry. Enter the information and press **Save**.
- Press **Edit** to edit an entry. Enter the information and press **Save**.

For more detailed information about how to use your phone, refer to www.bmtisd.com/phone

DIAL PREFIXES:

ADMIN, AUX, NIF: 2+Extension
ELEMENTARY/PK: 3+ Extension
MIDDLE SCHOOL: 4+ Extension
HIGH SCHOOL: 5+ Extension