UPTEL

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Placing calls

- **TO ORIGINATE AN OUTSIDE CALL**

  Lift handset or press speaker key, receive dial tone.

  Dial the Central Office access code, e.g. **9**.

  Dial desired telephone number.

  Use handset or MIC to start a conversation.

- **TO ORIGINATE AN INTERNAL CALL**

  Lift handset or press speaker key.

  Receive dial tone.

  Dial desired station number. Display indicates digits dialed.

  Use handset or MIC to converse.

Hold and Transfer

- **TO HOLD A CALL**

  Press Hold key. Held line wink flashes.

  To Retrieve
  Lift handset or press speaker key.
  Press held line. Use handset to converse.

  If unanswered
  After preprogrammed time, Automatic Recall is initiated.
  Visual and audible signal (rapid flash and ring burst) is sent to station that placed call on hold.
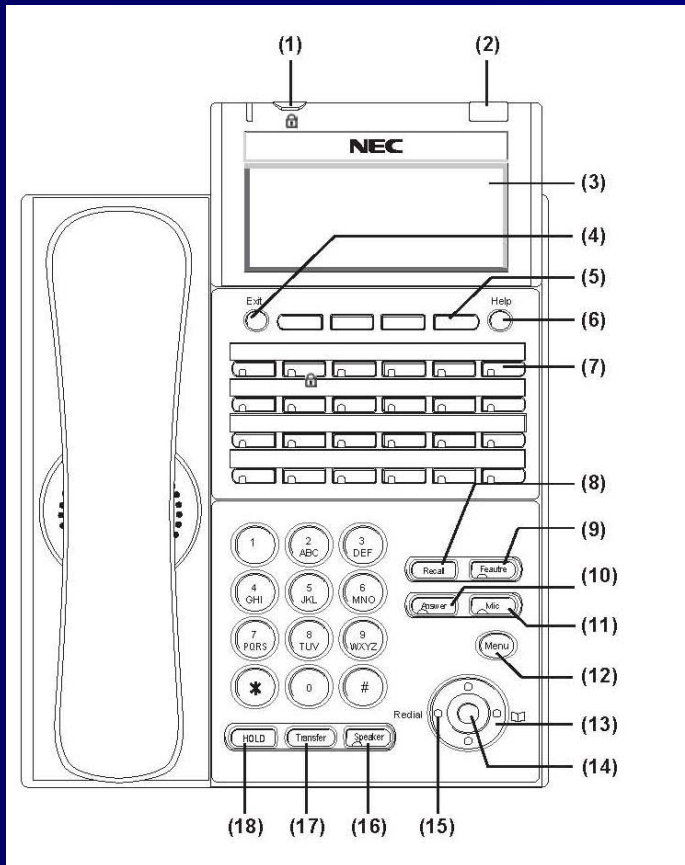
- **TO TRANSFER A CALL**
  After conversing, ask party to hold.
  Press transfer key. Receive interrupted dial tone.
  Dial destination station's extension, hang up or wait for answer.

Phone layout

1. Security button
2. Call Indicator Lamp
3. LCD (Liquid Crystal Display)
4. Exit
5. Soft Keys
6. Help
7. Programmable Keys
8. Recall (Finish call and hear dial tone)
9. Feature (Used to activate features)
10. Answer (press key to answer waiting call)
11. Mic (press key to respond hands free)
12. Menu
13. Cursor
14. Enter
15. Redial
16. Speaker
17. Transfer
18. Hold

Call Park

- **To park call**

  After conversing, ask party to hold.
  Hit Transfer.
  Press Park button.
  Pick and enter a number to park to beginning at 01.
  If selected number is busy, call will flash on CAP key.
  Hit CAP key to retrieve.
  Press Park button again.
  Pick and enter another number to park.

- **To retrieve parked call**

  Press Retrieve button and the parked call number (ex. 01).

Call History

- **To view call history**

  Press Menu key.

  Select History and then press Enter, Right cursor, or OK soft key.

  Select a kind of calls and then press Enter, Right cursor, or OK soft key.

  The history data of the last call is displayed.

  If two or more records exist, use the ⇑ or ⇓ soft key to display the next/former records.

- **To make a call from call history**

  Display the call history data of the target telephone number.

  Press Enter key while displaying the history for the target telephone number on LCD.

Speed Dial

- **To program**

    Press Feature key.

    Press desired **One-Touch Speed Calling** key.

    Enter desired telephone number or feature access code on the keypad.

    Display indicates the digits dialed.

    Press Feature key again to save the number.

- **To verify**

    Press feature key.

    Press desired **One-Touch Speed Calling** key.

    Display indicates digits programmed.

- **To call**

    Press the desired **One-Touch Speed Calling** key, or press key and **One-Touch Speed Calling** key.

Feature Operations

- **VOICE CALL**
  Lift handset.
  Dial desired station number.
  Press **Voice**.

- **CONFERENCE**
  With call in progress, ask party to hold.
  Press Conf soft key, receive interrupted dial tone.
  Dial desired number.
  After call is answered, press Add soft key. Press Begin soft key.
  Three-way conference is established.

- **LAST NUMBER REDIAL**
  Press Redial key. Last number dialed is displayed.
  Press Redial key until desired number is displayed.
  Up to 5 previously dialed numbers.
  Press # or *. The number on the display is automatically redialed.
  When party has answered, lift handset or speak hands free.

Features cont.

- **INTERNAL PAGE**

  Lift handset.

  Press InPg soft key.

  Dial group number you wish to page.

Volume Control

- **TO CHANGE HANDSET RECEIVER VOLUME**

  Lift handset. Press up or down cursor to desired volume.

- **TO SELECT RINGER TONE**

  Press speaker. Dial 720. Select internal or external. Select ring tone 1-8. Press speaker to set.

- **TO SET RINGER VOLUME**

  While phone is ringing, press up or down cursor to desired volume.

Voice Mail

- **Set Up**

  Initial mailbox set up-Remember: keep your eyes on the display screen

  Press the VMsg soft key

  Press the Greet soft key

  Press GR1 soft key (this is your main greeting)

  Press the Record soft key to begin recording

  Press the Done soft key when your recording is complete

  Press the Back soft key 2 times

  Press the More soft key

  Press the RCNAM soft key (this is where you record your name)

  Press the record soft key

  Press the Done soft key when your recording is complete

  Press the Back soft key

  Press the More soft key

  Press the Setup soft key

  Press the code soft key

  Enter code

  Press the OK soft key to accept-you are finished-hang up.

Voice mail cont.

- **To check your messages using your phone**

  1. Press the VMsg soft key.

  2. Enter your personal code when prompted.

  3. Press the LSTN soft key to listen to the message.

  4. Press the DEL soft key if you wish to delete the message. If you take no action after listening to the message, it will automatically be archived.

While listening you can…	
Press 2	Back up a few seconds
Press 22	Back to the beginning of the message
Press 4	Go ahead a few seconds
Next	Takes you directly to the next message
Rplay	Replays the entire message
Del	Deletes your message
Pause	Pauses the message you are listening to
Resume	Resume listening to the message
Redir	You can redirect the message to another mailbox
Call	This will allow you to call the party back

VM cont.

- **To check messages remotely-24/7 access**

  Call the main number

  When the auto attendant answers, dial # and your extension.

  The system will prompt you to enter your security code. Once your code has been entered, you will be given instructions for listening to your messages.

  To listen to your message, press 5.

  To leave a message for an employee, press 77

  To delete the message, press 3

  For a complete list of menu choices, press 0.