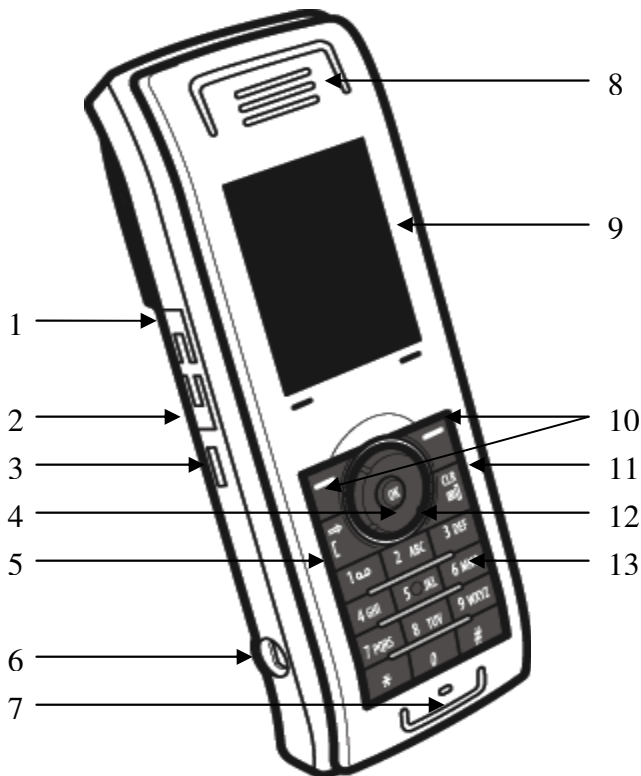


## ITI Telephone Services - Philips DECT User Guide



- 1 Volume up key
- 2 Volume down key
- 3 SOS key
- 4 OK key
- 5 Off hook/enquiry (green phone key)
- 6 Headset jack connector
- 7 Microphone
- 8 Earpiece
- 9 Colour display
- 10 Soft keys
- 11 On hook/clear/power (red phone key)
- 12 Navigational keys (up/right/down/left)
- 13 Key pad (0-9, \*, #)

*Keys 1-9: long press for speed dialling (if programmed)*  
*0: used in text editor to enter space and special characters*  
*\*: used in text editor to enter a star symbol and special characters, or to insert pause in dial mode*  
*#: used in text editor to capitalise letters and type numbers, long press activates silent mode*

### Main Menu Items:

Messaging



Calls

Contacts

Calendar

Settings

Accessories

### Top row icons:

- Signal strength
- Message Waiting
- Voice mail waiting
- Call filter active
- Bluetooth active
- Keys locked
- Missed calls
- Silent mode
- Battery indication

Please note – not all menu features are available within the University Telephone System, please call 50 3300 or e-mail [telsuper@ed.ac.uk](mailto:telsuper@ed.ac.uk) if the information you require is not contained within this user guide.

**How do I turn the phone on and off?**

- Press and hold the red phone key (11) for a few seconds.

**How do I lock / unlock the phone?**

- In Idle mode, press the OK key (4), and then press the Lock soft key (10).
- To unlock, press the OK key (4), and then press the Unlock soft key (10).

**How do I make a call?**

- In Idle mode, type the number you want to dial and then press the green phone key (5)

**How do I answer a call?**

- Press the green phone key (5)

**How do I end a call?**

- Press the red phone key (11)

**How do I reject a call?**

- Press the reject soft key (10)

**How do I make a consultation call?**

- While engaged in a call, press the green phone key (5)
- Dial the number of the party you wish to consult and talk to this party
- You can then toggle between the two parties by pressing the green phone key (5)

**How do I transfer a call?**

- Ask the connected party to hold
- Press the green phone key (5)
- Dial the number you wish to transfer the call to and wait for them to answer
- Press the red phone key (11) to transfer the call

**How do I change the volume?**

- During a call, press the volume up (1) or volume down (2) buttons on the side of the phone

**How do I use the speakerphone?**

- During a call, press the Spk on soft key
- To deactivate, press the Spk off soft key

**How do I mute a call?**

- During a call, press the Mute soft key
- To turn the microphone on again, press the Unmute soft key

**How do I divert my calls?**

- Press the green phone key (5)
- Dial \*21 followed by either the 6 digit university extension (517000 for voicemail) or 9 followed by the external number
- Press the red phone key (11)

**How do I listen to voicemail messages?**

- In Idle mode, press the Menu soft key
- Select Messaging, Inbox and then Listen to voicemail
- This will allow you to access the University voicemail service  
*NB – If the number displayed under the Listen to voicemail option is not 517000 then you will need to change it to this first*

**How do I create a shortcut?**

- In Idle mode, press the Menu soft key
- Select Settings, General and then Shortcuts
- This will allow you to assign a function to one of the navigational keys (12)

**How do I create a contact?**

- In Idle mode, press the Menu soft key
- Select Settings and then New Contact
- Press the Add soft key and you will then be prompted to enter the number
- Press the save soft key and you will then be promoted to enter the name
- Press the save soft key again and you will then be promoted to confirm the details

**How do I create a speed dial?**

- In Idle mode, press the Menu soft key
- Select Contacts
- Select the contact that you want to assign and press the More soft key
- Choose Speed dial and press OK
- Scroll to the speed dialling key number that you want and press the Add or Replace soft key

**How do I dial a speed dial?**

- To use the speed dial(s) you have programmed, press and hold the relevant number on the key pad (13)