

Voice Message

The Message Waiting Indicator on the idle screen indicated that one or more voice messages are waiting at the message center. The power indicator LED slow flashes red.

Setting up New Mailbox

Record your personal/busy greetings and name

- Dial *600 to enter your voicemail mailbox
 - Enter your 3 digit mailbox number
 - Enter your 4 digit password (default "0000")
 - Dial 0 for mailbox options
 - Dial 1 for your unavailable greeting / Dial 2 for your busy greeting / Dial 3 for your name
- Record your greeting then press the # key immediately after you have finished speaking to stop recording.

- Dial 1 to save your recording
- Dial 2 to listen to your recorded greeting
- Dial 3 to re-record your greeting.

To listen to voice messages: (Ensure voice mail code is already configured on the phone)



1. Tap  and then tap the **CONNECT** soft key, or press 
2. Follow the voice prompt to listen to your voice messages.

To Change your Password

- Dial *600 to enter your voicemail mailbox
- Dial your 3 digit mailbox number
- Dial your 4 digit password (default "0000")
- Dial 0 for mailbox options
- Dial 5 to change your password
- Enter a new 4 digit password and press #, re-enter the new 4 digit password and press # and then hang up.


CUSTOMIZING YOUR PHONE

Call History



1. When the phone is idle, tap , and then tap the desired call list on the left.
2. Tap ▲ or ▼, or press (▲) or (▼) to scroll to the desired page.
3. Tap  after the desired entry, and then you can do the following:
 - Tap **SEND** to place a call.
 - Tap **ADD** to add the entry to the local directory.
 - Tap **EDIT** to edit the phone number of the entry before placing a call.
 - Tap **BLACKLIST** to add the entry to the blacklist
 - Tap **DELETE** to delete all the entries from the list.

Contact Directory



To add a contact:

1. When the phone is idle, tap , and then select the desired group on the left.
2. Tap **ADD** to add a contact.
3. Enter a unique contact name in the **NAME** field, and enter the phone number in the corresponding fields.
4. Tap the **SAVE** soft key to accept the change.

To edit a contact:

1. When the phone is idle, tap , and then tap the desired group on the left.
2. Tap  after the desired contact.
3. Edit the contact information.
4. Tap the **SAVE** soft key to accept the change.

To delete a contact:

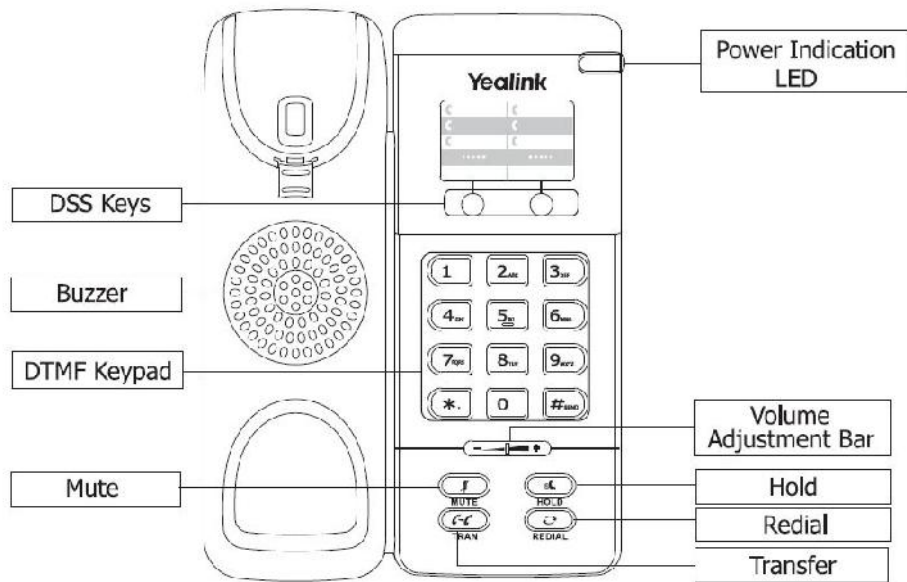
1. When the phone is idle, tap , and then tap the desired group on the left.
2. Tap  after the desired contact, and then tap **DELETE**.
3. Tap the **OK** soft key when the touch screen prompts "Delete selected contact?".

NOTE: You can add contacts from the call history easily. For more information, refer to **CALL HISTORY** above.

Telrad Futuro 18 Basic IP Phone



Basic User Guide



BASIC CALL FEATURES

Placing a Call

Pick up the handset to make a call.

- Dial the number, and then press the **SEND** soft key or “#”

Answering a Call

Answering an incoming call in the following ways:

- If you are on another call, press the **HOLD** key to answer it
- If you are not on another call, just lift the handset to answer it
- You can also press the **MUTE** button to deny the incoming call

Ending a Call

Hang up the handset

Redial

Dial the **REDIAL** button to dial out the last called number directly

Call Mute and Un-Mute

Press the **MUTE** button during a conversation to mute the call, and press it again to get the microphone return to normal conversation



Call Hold and Resume

Press



Call Transfer

You can transfer a call in the following ways:

Blind Transfer:


1. Press  or tap the **TRANSFER** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press  or tap the **TRANSFER** soft key

Attended Transfer

1. Press  or tap the **TRANSFER** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press
3. Press  or tap the **TRANSFER** soft key when the second party answers.

Call Forward

To enable call forward:

1. When the phone is idle, tap  → **CALL FEATURE** → **CALL FORWARD**.

2. Select the desired forward type:

ALWAYS FORWARD → Incoming calls are all forwarded unconditionally.

BUSY FORWARDS → Incoming calls are forwarded when the phone is busy.

NO ANSWER FORWARD → Incoming calls are forwarded when the phone is not answered after a preset time period.

3. Enter the number you want to forward to. For **NO ANSWER FORWARD**, tap the pull-down list of **AFTER RING TIME**, and then tap the desired ring time to wait before forwarding.

4. Tap the **SAVE** soft key to accept the change.

Call Park

1. Press **#700** during an active call to put a call on Park, or tap your **CALL PARK BUTTON** if one is programmed. The system will prompt a number (701 etc.) so you know where the call is parked. Once you hear where the call is parked you can hang up.

2. To pick up a call from Park enter in the number the system prompted (701 etc.), tap **SEND**. Or tap the corresponding **PARK BLF** key.

Call Conference

1. Tap the **CONFERENCE** soft key during an active call. The call is placed on hold.



2. Enter the number of the second party, and then tap the **SEND** soft key

3. Tap the **CONFERENCE** soft key again when the second party answers. All parties are now joined in the conference.

4. Hang up the handset to disconnect all parties.

NOTE: You can split the conference call into some individual calls by tapping the **SPLIT** soft key.

Volume Adjustment

- Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press  when the phone is idle to adjust the ringer volume.

