Contact Directory

To add a contact:

1. Press the **DIRECTORY** soft key when the phone is idle, and then select the desired group.
2. Press the **ADD** soft key to add a contact.
3. Enter a unique contact name in the **NAME** field, and enter the phone number in the corresponding fields.
4. Press the **ADD** soft key to accept the change.

To edit a contact:

1. Press the **DIRECTORY** soft key when the phone is idle, and then select the desired group.
2. Press (^) or (v) to select the desired contact, press the **OPTION** soft key and then select **DETAIL** from the prompt list.
3. Edit the contact information.
4. Press the **SAVE** soft key to accept the change.

To delete a contact:

1. Press the **DIRECTORY** soft key when the phone is idle, and then select the desired group.
2. Press (^) or (v) to select the desired contact, press the **OPTION** soft key and then select **DELETE** from the prompt list.
3. Press the **OK** soft key when the LCD screen prompts "Delete Selected Item?"

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

Ring Tones

1. Press the **MENU** soft key when the phone is idle, and then select SETTINGS ➔ BASIC SETTINGS ➔ RING TONES.
2. Press the (^) or (v) to select the desired ring tone.
3. Press the **SAVE** soft key to accept the change.

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.

Telrad Futuro 42 Button Ultra-elegant Executive Set

Basic User Guide

www.telradinternational.com

BASIC CALL FEATURES

Placing a Call

Using the handset:
1. Pick up the handset
2. Enter the number, and then press the **SEND** soft key.

Using the speakerphone:
1. With the handset on-hook, press ◀️
2. Enter the number, and then press the **SEND** soft key.

Using the headset:
1. With the headset connected, press 🎧 to activate the headset mode.
2. Enter the number, and then tap the **SEND** soft key.

NOTE: During a call, you can alternate between headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key or the **SPEAKERPHONE** key or picking up the handset. Headset mode requires a headset connected.

Answering a Call

Using a handset:
Pick up the handset.

Using the Speakerphone:
Press ◀️

Using the headset:
Press 🎧

NOTE: You can ignore an incoming call by tapping the **REJECT** soft key.

Ending a Call

Using the handset:
Hang up the handset or press the **CANCEL** soft key.

Using the Speakerphone:
Press ◀️ or tap the **CANCEL** soft key.

Using the headset:
Press the **CANCEL** soft key.

Redial

- Press 🔄 to enter the **PLACED** call list, press ∧ or ∨ the desired entry and then press 🔄 or the **SEND** soft key.
- Press 🔄 twice when the phone is idle to dial out the last dialed number.

Call Mute and Un-Mute

- Press 🎤 to mute the microphone during a call.
- Press 🎤 again to un-mute the call.

Call Hold and Resume

To place a call on hold:
Press the **HOLD** soft key during an active call.

To resume the call, do one of the following:
- If there is only a call on hold, press the **RESUME** soft key.
- If there is more than one call on hold, press ∧ or ∨ to select the desired call, and then press the **RESUME** soft key.

Call Transfer

You can transfer a call in the following ways:

Blind Transfer:
1. Press 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 the **TRANSFER** soft key.

Attended Transfer
1. Press 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 the **TRANSFER** soft key when the second party answers.

Call Forward

To enable call forward:
1. Press the **MENU** soft key when the phone is idle, and then select **FEATURE ➔ CALL FORWARD.**
2. Select the desired forward type:
> **ALWAYS FORWARD ➔** Incoming calls are all forwarded unconditionally.
> **BUSY FORWARS ➔** Incoming calls are forwarded when the phone is busy.
> **NO ANSWER FORWARD ➔** Incoming calls are forwarded when the phone is not answered after a present time period.
3. Enter the number you want to forward to. For **NO ANSWER FORWARD,** press ⟨ or ⟨ to select 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 press 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.), press **SEND.** Or press the corresponding **PARK BLF** key.

Call Conference

1. Press the **CONFERENCE** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press 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.

Speed Dials

To configure a speed dial key:
1. Press the **MENU** soft key when the phone is idle, and then select **FEATURE ➔ DSS KEYS.**
2. Select the desired DSS key, and then press the **ENTER** soft key.
3. Press **SPEED DIAL** from the **TYPE** field, select the desired line from the **ACCOUNT ID** field, enter a label in the **LABEL** field and enter the number in the **VALUE** field.
4. Press the **SAVE** soft key and accept the change.

To use the speed dial key:
Press the speed dial key to dial out the present number.

CUSTOMIZING YOUR PHONE

Call History

1. Press the **DIRECTORY** soft key when the phone is idle, press ∧ or ∨ to scroll through the list.
2. Select an entry from the list, you can do the following:
- Press the **SEND** soft key to place a call.
- Press the **DELETE** soft key to delete the entry from the list.

If you press the **OPTION** soft key, you can also do the following:
> - Select **DETAIL** to view detailed information about the entry.
> - Select **ADD TO CONTACTS** 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.