



Call Park Pool

1. To Park a call, press the button when connected to the call.
2. Press the button again to transfer the call. Inform the person taking the call the call pick up number.

CommPortal

CommPortal gives you a powerful and easy to use **Web** interface to your phone settings.

Logging In

1. Go to <http://myphone.drtnet.net>
2. Enter your phone number
3. Enter your password

Dashboard Page

The dashboard displays new voice messages, recent received and missed calls, contacts, and settings you have applied to your phone.

Messages & Calls

- The **Messages** tab displays new and saved voice messages. Play, delete, or mark as heard/unheard.
- **Missed Calls, Dialed Calls, and Received Calls** show you all your recent called activity.

Call Manager

- The Summary tab of **Call Manager** provides a description of what will happen to your incoming calls.
- The other tabs allow you to change the settings of your call coverage, including Call Forwarding, Do Not Disturb and Find Me/Follow Me.

Change Password

1. Go to **Settings** page
2. Enter your new password in the **Password** box
3. Re-enter your new password in the **Confirm Password** box
4. Click on **Change Password**

Configure Your Phone Keys

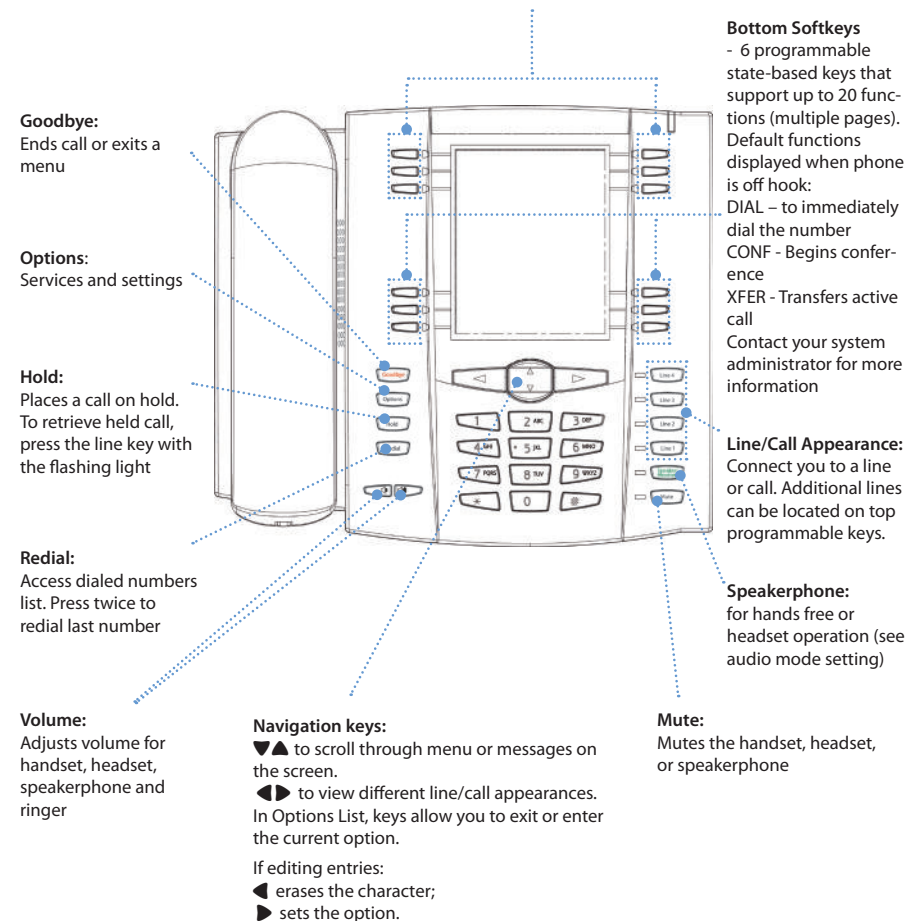
1. Select the **Settings** page in CommPortal
2. Select the **Set Keys** Hyperlink

- * For inter-business group select enhanced monitored extension
- * For outside of business group select enhanced speed dial

Getting started

Top Programmable softkeys - 6 programmable keys that support up to 10 functions (2 pages). **Default functions:**

- 1: SERVICES - Enhanced features. Services Menu
- 2: DIRECTORY - Displays up to 200 names
- 3: CALLERS LIST - Access to last 200 calls received
- 4: INTERCOM - Intercom functionality
- 5 - 10 (Page 2): None - program as required



Call Forwarding

Your phone supports different types of Call Forwarding: All, Busy, and No Answer. Your system can also support additional configuration options. Please check with your system administrator or the phone User Guide for additional details.

Ignoring a call

Press **Goodbye** key during ringing without picking up the handset to send the incoming call directly to voicemail*.

Other features

Callers List

1. Press **Callers** key. Press ▼ and ▲ to move through list.
2. To dial the displayed number just lift the Handset or press **Speaker/Headset** or any **Line** key.
3. Press **Callers** key to cancel.

Speed Dialing

To create a speed dial

Press and hold a programmable key or keypad key, then enter contact's Name and number.

Or press **Options** key and go to *Preferences->Speed Dial Edit*.

To use the speed dial

To dial a contact assigned to speed dial, press the corresponding programmable key or press and hold the keypad key for 3 seconds.

To edit a speed dial

1. Press **Options** key and go to *Preferences->Speed Dial Edit*.
2. Select the programmable key or keypad key where the speed dial is currently configured.

Voice Mail *

1. Press the **Voice Mail*** key that your System Administrator set up to access voicemail.
2. Press **Speaker/Headset** key to toggle the audio between speakerphone, handset and headset (where applicable).

Placing a Call

1. Lift the handset, press the **Line** key or **Speaker/Headset** key.
2. Dial the number from the keypad.

Answering a call

Lift the handset for handset operation or press the **Line** key or **Speaker/Headset** key for hands free operation.

Ending a call

To end the call replace the handset or press **Goodbye**.

Redial

Press **Redial** key twice to call the last dialed recently dialed number. Press the key once to access the list of recently dialed numbers, use ▼▲ to scroll through.

Call mute

Press **Mute** key to mute the handset, headset, or speakerphone.

Advanced Call Handling

Call Hold and Resume

1. To put a call on hold, press **Hold** key when connected to the call.
2. To retrieve the call, press **Hold** key again or press the **Line** key where that call is being held.

Call Transfer

1. Press **Transfer** key – this places the current call on hold.
2. Dial the number of the person you want to transfer the call to.
3. To transfer the call before the other person answers, press **Transfer** key before the receiving end answers.
4. Or, wait until the person has answered before completing the transfer by pressing **Transfer** key again.

3-Way Conference

1. During a regular call press **Conf** key.
2. Dial the person you want to join your call or press the **Line** key where the other person is being held.
3. Once this person has answered press **Conf** key again to establish the 3-way call.

