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.drtel.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 market 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.
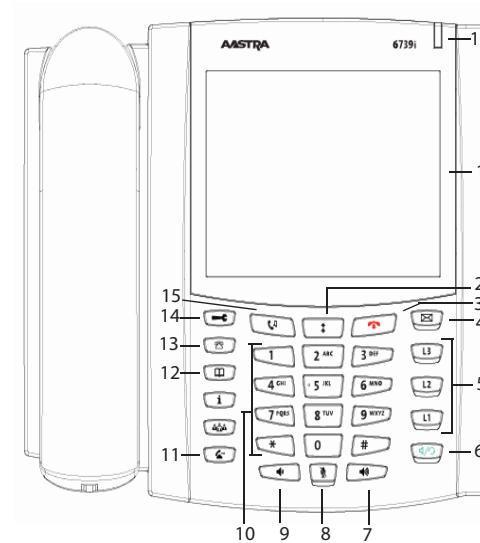
Change Password

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

Phone: 344-5000 or Toll Free: 877-559-4692
www.drn.coop | readitech.com
PO Box 69, Ellendale, ND 58436

DRN READi TECH

1	Color LCD touch screen
2	Outgoing calls list
3	Clear key. To clear an ogoing call or to return to idle mode
4	Voice mail key
5	Line keys
6	Loudspeaker/Headset toggle key
7	Increase volume
8	Mute key
9	Decrease volume
10	Keypad
11	Transfer key
12	Local Directory key
13	Callers list
14	Options key
15	Hold/Unhold key
16	Message waiting lamp

Display screen

The display is a Color LCD touch screen.

Side parts of the display Shows the shortcut softkeys

Top part of the display Shows phone number and name of the user, calling- or called party, time and date, icons. May also show a picture of the other party.

Bottom part of the display The number of missed incoming calls. Softkeys for call services, e.g. Dial, Hold.

DRN READi TECH

Call Forwarding

You can activate this feature when you want your calls to be forwarded to a predefined answering position. This feature is only available if the system administrator has enabled it.

Ignoring a call

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

Other Features

Missed Calls

Are indicated by the Missed Call (and the number) text in the display.
To check missed calls press ☎ . Missed calls are indicated in the list by a "!" sign.

Speed Dial

To create a speed dial

1. Press ⌨ and then touch **Softkeys** . Touch the softkey to add. Available softkeys are from key number 9 and upwards.
2. Set Type = **Speeddial,** enter the **label** and the **number.**

To use a speed dial

Press ⌨ and then touch the correct **Softkey**.

To edit a speed dial

1. Press ⌨ and then touch **Softkeys.**
2. Touch the softkey to edit.

To delete a speed dial

1. Press ⌨ and then touch **Softkeys.**
2. Touch the softkey to edit.
3. Chose type **None**.

Voice Mail

To call the voice mail system, **press** the **Services** key. Select **VoiceMail**.
The message lamp is slowly blinking and an envelope is displayed when there is a pending message.
Press the ✉ key to retrieve messages.

Placing a Call

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

Placing a Call

1. Lift the handset, press the 7 key.
2. Dial the number from the keypad.

Answering a call

Lift the handset for handset operation or press the **Line** key or ◁/◐ key for hands free operation.

Ending a call

To end the call replace the handset or press ☎ .

Redial

To call the last external number press ***.

Call mute

Press 🎙 key to mute the handset, headset, or speakerphone.

Advanced Call Handling

Call Hold and Resume

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

Call Transfer

1. Press ⤺ , enter the number to the 3rd party and press L2 .
2. Press ⤺ again (either before or after they answer) to transfer the call.

Conference Calling

1. Press a free Line key and call 3rd party, after they answer press the Conference softkey.
2. Repeat to add more participants.

Do Not Disturb (DND)

Anyone trying to call you will get busy or will be forwarded to the diversion position if it is defined by the system administator.

To activate

Press the **Diversion** softkey. Select **DND.** "Do Not Disturb" will be shown on the display, and lamp light is lit.

To deactivate

Press the **Diversion** softkey. The Diversion lamp is turned off.