

## Using your phone

### Answering a call

When your phone rings, press **TALK**.

<b>Note:</b> To use <b>hands-free</b> answer, you must have a headset connected to the phone. In this mode, intercom calls will be directed automatically to the headset. (See “Use of headset,” <i>below</i> .)
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### Placing an outside call

Press **TALK** and dial the line access code **9** (or **8** or **7**). You must press **TALK** before dialing any digits on the keypad.

### Placing an intercom call

Press **TALK** and dial the extension number, or press a programmed station key. The station key LEDs indicate:

Solid red	=	Line or station is in use
“Winking” red	=	Do-not-disturb (DND) mode
Blinking red	=	Line or station is ringing

### Releasing a call

To release a call, either press **TALK** or place the handset in its charger cradle.

### Use of headset

To use a compatible headset with the Digital Cordless Handset, simply plug the headset into the **headset outlet** located on the handset’s side.

Normally — *i.e.*, unless special programming has occurred — audio will automatically pass through the headset. You must use a headset to take advantage of hands-free answer, because the cordless handset has no speakerphone. (For detailed information about this, refer to the complete *User’s Guide*. To purchase a compatible headset, contact your ESI Reseller.)

### Transferring a call to another station

While connected to an outside caller, press **TRANS/CONF** and dial the extension number (or press the unlit station key for the person to receive the call). To perform an unsupervised transfer, hang up immediately (press **TALK**). For a supervised transfer, wait until the called person answers, announce the call, then hang up (press **TALK**). If, during a supervised transfer, the transferred-to person doesn’t answer, press **FLASH/RDL** (or press the station key again) to return to the original caller; or press **TALK** to release the call to the station’s mailbox.

If you call or transfer a call to a station in use (the station key is solid red), the called person can handle your call as outlined in the *call waiting* feature (*see next column*) — or decide not to take your call, in which case it will forward to his/her mailbox.

### Transferring a call directly to mailbox

To transfer an outside call to another user’s mailbox, press **VOICE MAIL** and the appropriate station key (or press **VOICE MAIL** and then **TRANS/CONF**, and then dial the extension number). Even though you both will hear the personal greeting, you can hang up at any time to release the call to the mailbox.

### Transferring a call to the main menu

To transfer an outside call to the main menu, press **VOICE MAIL** and hang up.

### Leaving a message in another user’s mailbox

Press **VOICE MAIL** and then **TRANS/CONF**, and then dial the extension number (or press **VOICE MAIL** and the appropriate station key). If you press **1** during the user’s personal greeting, you will advance directly to the record tone.

To leave a message in several mailboxes (Quick Groups), press **VOICE MAIL** and the appropriate station keys prior to the record tone.

### Initiating a conference call

While connected to a call, press **TRANS/CONF** and call another station or outside person. Repeat the step to add another person (the maximum, including you, is four) to the conference. Hang up (press **TALK**) to disconnect all persons in the conference. If the newest added-on person does not answer, press **FLASH/RDL** to return to the original conferees.

### Picking up a call at another station

If a call is ringing at another station (if it’s programmed into one of your station keys, that key will be blinking red), that call can be picked up at your station by pressing ✖, then either pressing the ringing station key or entering the extension number (*e.g.*, press ✖ **1 0 3** to pick up a call on extension 103).

### Call waiting

If you receive another call while you’re already on a call and you have activated call waiting (see “Programming your phone,” elsewhere in this guide), you will hear a tone in your earpiece and the bottom line of your display will indicate that a call is waiting. You can ignore the call waiting (and it will be directed to your mailbox), or you can toggle between the two callers by pressing **FLASH/RDL**. To drop either call, press **TALK**. Your phone will then ring with the other call.

### Dialing 911

Dialing **911** from a local phone (*i.e.*, not from a Remote IP Feature Phone) places an emergency call and also notifies the system operator via a spoken or displayed prompt

## Power-down modes

- Power-saving mode** activates after the Cordless Handset has been idle for 30 seconds. Once in this mode, the phone doesn’t update its LEDs or most of its display to show new status (but will still show an envelope icon if you have new messages).
- Deep-sleep mode** activates after the Cordless Handset has been idle for five minutes. Once in this mode, the phone doesn’t update its LEDs or its display to show new status, including the indication of new messages.

Receiving an incoming call or pressing any phone key (except on the dialpad) will take the Cordless Handset out of either of these modes. Both are designed to extend the life of the battery while it’s out of the cradle; however, you can disable the power-saving mode in station programming step 37 (**3**, then **7**).

## Included hardware

- Charger** — When not using the Cordless Handset, place it in the charger’s cradle to keep the Handset’s battery charged.
- Base station** — This device communicates between the Cordless Handset and the ESI phone system.

## Fixed keys and their uses

### TALK

Press **TALK** to start or release (hang up on) a call, or to answer.

### HOLD

Press to place a caller **on hold** for pick up at any station. To pick up a held call, press **HOLD**. The display will show which outside lines are holding calls, with the most recently held calls on the right. Enter the appropriate line number — for example, **1 2** for line 12 — to pick up the call.

To place a caller on **exclusive hold** — *i.e.*, for pick up **only** at your station — press **HOLD** for at least two seconds. The display will show an “E” next to the outside line where the call is on hold just for your station.

### FLASH/RDL (Flash/Redial)

When you’re on a call, press this key to generate a **flash hook** on the outside line or to toggle between calls waiting. Otherwise, press this key to redial the last outside number dialed. If you have Caller ID service, press the key while listening to a voice mail message to automatically return the call.

### TRANS/CONF/PRG (Transfer/Conference/Program)

Lets you **transfer** a call to a station for which you don’t have a programmed station key. Press **TRANS/CONF/PGM** and then dial the extension number. Additionally, while on a call, you can press **TRANS/CONF/PGM** and call someone else to add a member to a **conference call** (consult your particular ESI phone system’s *User’s Guide* to determine how many, **counting you**, may participate simultaneously in this call). When the phone is **idle**, press **TRANS/CONF/PGM** to perform station programming.

### ✖ (Call pickup)

A call ringing at another station or group can be answered from your station by pressing ✖, then the appropriate blinking station key or entering the extension number (*e.g.*, ✖ **1 0 3** to pick up a call on extension 103).

### # (Page)

To page through all available stations, press **# 0**. To page in only a programmed paging zone, press **#** and the one-digit paging zone designation (in a range of either **1–3** or **1–9**, depending upon your system; see the System Administrator for assistance).

### r/Vol (Volume)

While on a call, adjust the **earpiece volume** by pressing the **volume** key (*r/vol*) on the Cordless Handset’s side. To change the **ringer type and volume**, press the same key when the Cordless Handset is idle. (To turn the ringer completely off, move the switch on the Handset’s opposite side to the *Off* position; a “Ring Off” icon will also appear in the Handset display.)

<b>Note:</b> The Handset’s available ringer types are slightly different than those for an ESI desktop Feature Phone.
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### Mute

To mute the Cordless Handset, while on a call, press the **Mute** key located below the *r/Vol* button.

## Special features

### Call forwarding

Dial **5 6 5** and then either dial an extension or press a station key to **forward** your call to that station. To disable call forwarding, dial **5 6 5** and press **TALK** to hang up. You can create a call-forward key by assigning **5 6 5** to a programmable feature key.

### DND (do-not-disturb) mode

Program the code **5 7 8** into one of the four programmable feature keys and just press this key to toggle into and out of **DND** (do-not-disturb) mode.

### Call recording

Program the code **5 8 2** into one of the four programmable feature keys and just press this key while on a call to toggle **live call recording** on and off. If you press the key when the Cordless Handset is idle, you can record a personal memo. The ESI phone system keeps all your recordings in your station’s voice mailbox.

### Quick Switch Key

*Verify with the system Installer or Administrator that your Cordless Handset has been associated with an ESI desktop phone, which is needed to use this feature.*

Key code 583 can be programmed only on one of the programmable feature keys of an ESI **desktop** phone.

When the phone is **idle**, press the key to select a ring option:

- Ring desktop** — Incoming calls to either your desktop phone or Cordless Handset will ring only the desktop phone.
- Ring cordless** — Incoming calls to either your desktop phone or Cordless Handset will ring only the Cordless Handset.
- No-ring option** — When a caller dials (or is transferred to) the desktop phone, only the desktop phone rings. If the caller dials (or is transferred to) the Cordless Handset, only the Cordless Handset rings.

While you’re **on a call** or when either the desktop phone or Cordless Handset is ringing, the Quick Switch Key will be lit green, which signifies a **“push” action** can be performed:

- While connected to a call on your desktop phone, press the Quick Switch Key to “push” the call to your Cordless Handset. This essentially performs a blind transfer. The Cordless Handset will ring, while the desktop phone automatically disconnects. Press **TALK** on the Cordless Handset to answer the call.
- While connected to a call on your Cordless Handset, press the Quick Switch Key on the desktop phone to “push” the call to the desktop phone. The Cordless Handset will automatically disconnect and the desktop phone will ring (or go into speakerphone mode).

<b>Note:</b> If you’ve “pushed” a call accidentally, you can retrieve the call by pressing the Quick Switch Key again.
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Refer to the applicable *User’s Guide* for more information concerning the Quick Switch Key.

<i>Consult your System Administrator for information on printing feature key overlays.</i>
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## Programming your phone

### Setting your phone preferences

Press **PRG** to access programming, and then select from the menu choices.

- |                                    |                                |
|------------------------------------|--------------------------------|
| <b>1 Select personal greeting</b>  | <b>4 Station audibles</b>      |
| 1 Record                           | 3 Message ring                 |
| 2 Delete                           |                                |
| 3 Hear                             | <b>5 Password</b>              |
|                                    | 1 Enter                        |
| <b>2 Programmable feature keys</b> | 2 Delete                       |
|                                    | 3 Hear                         |
| <b>3 Station options</b>           | 4 Security level               |
| 1 Call waiting                     |                                |
| 2 Personal greeting reminder       | <b>6 External notification</b> |
| 5 Hands-free answer                | <b>9 Message Recycle Bin</b>   |
| 6 Monitor mode                     |                                |
| 7 Power-saving mode                |                                |

**Note:** Certain items shown in the menu above may not be applicable to your specific phone system. Consult your System Administrator for more information.

### Programmable feature keys

There are two **methods** for programming your phone's keys:

- **Traditional programming** — Press **TRANS/CONF/PRG 2** and select the appropriate programmable function key.
- **Direct ("radio-button") programming** — Select one of the four programmable feature keys, and hold it down for at least two seconds. This not only initiates programming but also lets you immediately program that specific key.

The four programmable feature keys can be programmed as:

- **Line keys** — If programmed with a line number, the key will become a line key providing lamp information and outside line access.
- **Station keys** — If programmed with an extension number, the key will provide station lamp status and direct station access and transfer.
- **Speed-dial keys** — Can be used for automatic dialing of frequently called outside numbers. Enter the line access code (**9, 8** or **7**) plus the phone number.
- **Additional-feature keys** — Depending on your system, these may include live recording, ACD agent log-on, system speed dial, personal greeting, etc. See the System Administrator for assistance.

**Note:** The LEDs on the four programmable feature keys behave differently than do those on programmable feature keys on ESI's corded desktop Feature Phones. The Cordless Handset's programmable feature key LEDs glow only red, while ESI desktop phones' LEDs are tri-color (red, amber, green).

## Using voice mail

**Note:** Certain Cordless Handset-compatible ESI phone systems have an **Integrated Answering Machine** (which works differently than shown herein). Consult your System Administrator for more information.

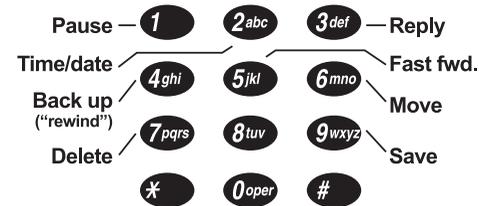
If you have new messages, your display will show an envelope icon.

### Retrieving messages from your station

1. Press **VOICE MAIL**.
2. When prompted, enter your password (if required): \_\_\_\_\_ #  
The default password is **0** (meaning, no password required).

During playback of a message, the display will show the originator of the message, the duration of the message, whether it's new or old, and the time/date of the message.

You can press any of the following keys anytime during the message or during the prompt following the message.



- 1 **Pause** — Pauses playback for one minute or until pressed again.
- 2 **Time/date to number** — Toggles the display between the time/date and the Caller ID number (if available).
- 3 **Reply** — To automatically reply to a message from another user (within the system). Begin recording your reply at the tone; press **1** to stop. You will then be returned to the original message for further action.
- 4 **Back up** — Backs up ("rewinds") playback four seconds for each time you press it during message playback. If pressed after the message has finished, returns you to the message's beginning.
- 5 **Fast forward** — Advances playback four seconds each time you press it.
- 6 **Move** — Moves a copy of the message to another user's mailbox. To add an introduction, press **1** when prompted. When you've finished your recording, press **1** to stop.
- 7 **Delete** — Deletes the message.
- 9 **Save** — Saves the message. It will be played as an old message the next time messages are retrieved.

**Note:** **9 9** saves the message as a new message (not applicable on S-Class systems).

When finished, press **TALK** to hang up (If you hang up while a message is playing back, the message will remain "new.")

### Message Recycle Bin (un-delete)

Your phone system stores your 10 most recently deleted messages in a Message Recycle Bin (**PRG 9**) to allow you to recover messages that may have been deleted in error.

### Retrieving messages from a remote location

1. At the main greeting, **either** press \* and enter your mailbox number: \* \_\_\_\_\_ **or** have the operator transfer you by pressing **VOICE MAIL** and then \*, and entering your mailbox number.
2. When prompted, enter your password (if required): \_\_\_\_\_ #  
The default password is **0** (meaning, no password required).

The phone system will announce the number of new and old messages and play the oldest new message.

The additional key functions listed below may be used from a remote location:

- 2 **Hear time/date** — Pauses the message, plays the time/date of the message and then resumes playback.
- 5 **Access user programming** — Lets you change the personal greeting or password.

**Note:** Fast forward is not available from a remote location.

For more options, listen to the prompts you'll hear after the message plays.

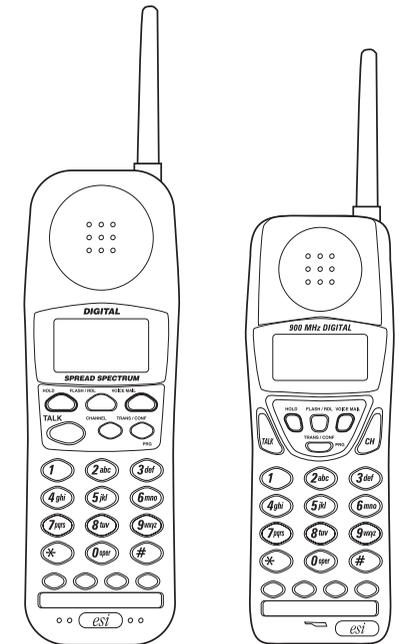
### Mailbox personal greetings

You can record up to three personal greetings (**PRG 1**), and then change between them as desired.

**Example:** "Hi, this is Bill. I'm away from my desk or on the phone. You may reach the operator by dialing **0** now; or leave me a detailed message and I'll respond to it promptly."



# Digital and Local IP Cordless Handset Guide



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Visit [www.esiusers.com](http://www.esiusers.com) for detailed user help

Some features described herein either may not be available or may not have been activated on your ESI phone system. For more details, consult your System Administrator.