

MAKING A CALL

To call another user on the Coral system-

Lift handset or use the speakerphone mode:
Dial the four-digit extension number.

To make an outside call-

Lift handset or use the speakerphone mode:
Dial 9 plus the 10-digit telephone number.

RECEIVING A CALL

To answer a call ringing on your phone:
Lift handset or Press SPKR key.

PICKUP

GROUP PICKUP - To answer a call that is ringing on another station in your group

Lift handset and dial group pickup code #181 or press the PICKUP key.

You will be connected to the inbound caller.

DIRECTED PICKUP - To answer a call which is ringing on another station outside of your group

Lift your handset and press the dial directed pickup Code #180 or press PICKUP key and the extension of the ringing phone.

You will be connected to the inbound caller.

CALL HOLD

To place a call on hold:

Press the HOLD key.

To retrieve a call placed on hold:

Lift handset and press flashing line key.

TRANSFER A CALL

To transfer a call to an internal number:

While on a call - Press XFER/CONF key.

Dial extension number - When station answers, you may announce the call or simply hang up to complete the transfer.

TRANSFER A CALL (continued)

To reconnect at the original party:

Press the XFER/CONF key

LAST NUMBER REDIAL

To repeat last number dialed on your phone:

Press * key

CONFERENCE CALL

To make a three party conference call:

Call first party

Press XFER/CONF key and dial next party

Press XFER/CONF key to connect all parties.

To reconnect to the original party if third party is busy or does not answer:

Press XFER/CONF key again to reconnect

CALL FORWARD TO VOICEMAIL

Forward calls to go directly to your voicemail greeting:

Press "CALL FWD" key

You will hear a confirmation tone.

Key remains lit while the feature is active.

To cancel Forward to VMAIL mode:

Press "CALL FWD" key.

You will hear a confirmation tone.

Light goes out when feature is deactivated.

FLEXIBLE CALL FORWARD

Forward calls to go to another extension number:

Dial CALL FORWARD ALL code #141

Dial the extension number you wish your calls to go to.

To cancel Flexible Forwarding:

Dial CALL FORWARD ALL code #141

Dial cancellation code #10

NOTE: While your station is forwarded to another extension, you will not receive voicemail messages in your mailbox. Callers to your extension ring the station you forwarded to. If unanswered – calls will be deposited into that extension's voicemail box.

PARK ZONES (7060 through 7069)

While on a call, press XFER and dial an available PARK Zone (7060, 7061, etc.)

If you hear a busy signal press XFER to return to the caller and choose another PARK Zone.

You may now locate the person the caller is looking for and tell them they have a call on the PARK Zone.

If a call you parked is not answered, it will ring back to your station.

CAMP ON

If an extension you are calling is busy or does not answer the system will call you when they are available.

While hearing busy or ring no answer:

Press your CAMP ON key to set the feature.

When the caller hangs up or uses the phone and goes idle again the system will cause your phone to ring. ("CALL BACK" displayed)

If you lift your handset, the camped on station will ring.

SPEED DIAL- PRIVATE LIBRARIES

To program private speed dial numbers:

Dial private library code #193

Use VOL up key to access a speed dial bin.

Dial 9 plus the external number

Press VOL up key to save and go to the next.

To use a private speed dial code:

Dial the code associated with the stored number (7000, 7001, etc. through 7009)

To make changes to a stored number:

Dial private library code #193

Use volume up key to access the speed dial code to be changed.

Dial #10 to cancel or dial in a new number.

RING ADJUSTMENT

(Leave handset down)

Ring Volume

- Dial Ring volume adjustment feature code (#136). Makes the phone ring.
- While - use VOL up & down to select from sixteen levels of ring loudness.
- When the desired loudness is found – Press SPKR key to save setting.

Ring Cadence

- Dial Ring Cadence adjustment feature code (#136)..
- While ringing use VOL up & down to switch between eight cadence elements.
- When the desired cadence is found – Press SPKR key to save setting.

Ring Pitch

- Dial the Ring Pitch adjustment feature code (#1362).
- While ringing use VOL up & down to select from eight pitch adjustments.
- When the desired cadence is found – Press SPKR key to save setting.

280S Softkey operation:

5 Softkeys beneath telephone display window provide “one-touch” access to features such as Call Log, MSG, Page, Reminder, Music, etc.

- Use “Navigation keys” (round arrangement of left, right, up and down scroll keys) to route cursor to displayed selections.
- Use blue “ENTER” key (or press softkey under the selection) to select option.
- Menu key arranges features by category.
- ESC. Key escapes from current action.
- A B C key is for future feature activation.

uCMC Voice Mail Instructions To access your mailbox

Press your “VMAIL” key at your desk
Or Remotely - Dial _____
(Voicemail system “backdoor”). Then Press “ # ” and dial _____ (your mailbox number)
Enter your security code at prompt

Initial Voice Mail Setup

Access VMAIL and follow the tutorial to:

- Record your first and last name in the “Company Directory”.
- Record your Personal greeting in “Changing Set Up Options”
- Select a personal security code. Re-enter it to Confirm.

When you have finished your recordings make sure to Press 1 (Answer YES!) to save the settings.
(Hanging up at this point will delete all set-up options and re-initialize your mailbox)

Once your mailbox is set up:

Access VMAIL key and enter your Security Code

To retrieve messages:

System will automatically announce the number of new messages and begin to play them.

While listening to a New or Old Message:

Press 7 to Back up, 8 to Pause or 9 to go Forward

To leave a message for another user:

Enter mailbox – Dial 2, record message, Press # # - Then dial mailbox number or follow the spell by name instructions – (This will allow other users to reply to your message after hearing it) Switch from Spell by Name to use of Mailbox numbers by pressing #.

Voice Mail Shortcuts

To Listen to TempGreeting: Dial 3 1 1 2, then

Record by dialing 2 or Erase by dialing 3

To skip greeting (go to the BEEP): Press *

To Delete: Dial 3 #

To Archive: Dial 6 #

To Stop playback and send to another user:

Dial 6, then Press 1, Record comments, dial mailbox number
(or Press # key and follow Spell by name instructions).

To Exit Voice Mail System: ***

TADIRAN
TELECOM, INC.



TADIRAN
CORAL FLEXI COM
TELEPHONE
AND
UCMC VOICEMAIL
USER INSTRUCTIONS