

THE BASICS

Turning the Wireless On and Off

Press and hold the **PWR** key.

Answering a Call

Press the **START** key.

Making a Call

Press the **START** key to access dial tone and dial the number.

Note: Unlike a cellular phone, you cannot dial the number and then press START. You must access the dial tone by pressing START before you make the call

Hanging Up a Call

Press the **END** key

When Wireless Phone Is Not In Use

Turn it off and leave it in the charging stand.

Increasing the Volume While On A Call

While on a call, pressing the **VOL** key will increase the volume by 2 levels. Pressing it again will toggle back to the base volume level.

Note: Volume level is reset back to original setting when the phone is powered off.

DIALING PLAN

Internal	5 –digit-extensions
District Office	5 –digit-extensions
Schools	5-digit extensions
Local:	9+XXX-XXXX
Long Distance:	9+1+Area Code+XXX-XXXX
International:	9+011+Country Code+Number
Emergency:	9 + 911
School Main #:	00
Voice Mail:	54400

THE DISPLAY

Low Battery Indicator

When the battery is low, the BATT message will appear on your display and a soft beep will sound every 6 seconds on your ear piece.

Note:
Your wireless phone should not be taken off campus.

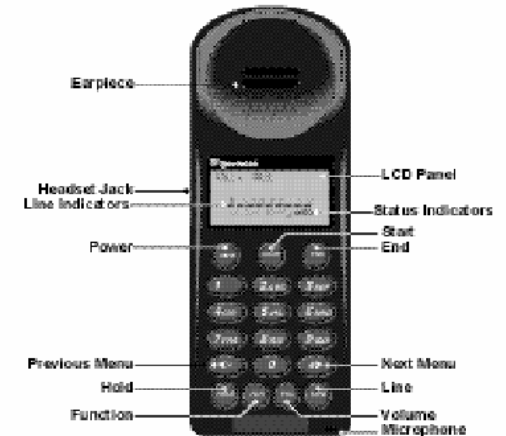
Signal Strength

If there is no signal strength, it will be indicated by a NO SVC message on your display. If you have walked away from the area of coverage, your previous connection is held by the system for 30 seconds. All you need to do is retrace your steps and your call will be reconnected to your phone.

Note:
Signal to the mobile phones are only provided on campus. This phone will not work off campus due to lack of signal.

SUHSD

SpectraLink PHONE & FEATURE QUICK REFERENCE GUIDE



Note:
Please read all the safety instructions found in the User Guide carefully before use.

THE FUNCTION MENU

The Function Menu allows you to access various features on the wireless phone. For the full list of all the functions available, please refer to your user guide.

To Access the Function Menu

1. Press and hold the **FCN** key.
2. Press the Previous Menu and Next Menu keys to navigate through the menu items.
3. Press **0** to select an item
4. Press **END** to save changes

Volume

To adjust the handset volume:

1. Highlight **Volume** and press **0**
2. Display will show your current default volume
3. Enter your new volume level. Range is 1 to 8, 1 being the lowest volume and 8 being the highest volume.
4. Press **END** to save changes

NOTE: If you set your default volume level at 7 or 8, then pressing the VOL key to increase your volume during your conversation will not increase the volume.

Ring Type

1. Highlight **Ring Type** and press **0**
2. Highlight **Telephone Ring** and press **0**.
3. Use the arrow keys to select one of the following choices:
 - Normal Ring
 - Soft Ring
 - Vibrator Ring
 - Vibrator / Normal Ring
 - Continuous Ring
 - Pager Ring(an asterisk mark the current choice)
4. Select an option above and press **0**
5. Press **END** to save changes

To Exit The Function Menu

Press the **END** key.

PHONE FEATURES

You can access a list of all the phone features by pressing **START** and then press and hold the **FCN** key.

Transfer

1. While on the call, press **FCN** then **7**.
2. Dial the Extension where the call should go
3. [Optional] Announce the call
4. Press **FCN** then **7** again to complete the transfer
5. Press **END** to hang up

[If you misdial the number and wish to get the caller back, press **LINE** then **1** BEFORE step 4]

Conference

1. With a call on the line, press **FCN** then **8**.
2. Dial the Extension of the person to add to conference.
3. Announce the conference call
4. Press **FCN** then **8** again to complete the conference.
5. Repeat steps 1 to 5 for a maximum of 6 conferees including yourself.

Last Number Redial

1. Press the **START** key for dial tone.
2. Press **FCN** then **5**

System Speed Dial

System Speed Dial List contains a list of main numbers for each of the school in the district.

1. Press the **START** key for dial tone.
2. Press **FCN** then **2**
3. Dial the 3-digit item number for the school you wish to dial.

Voice Mail

1. Press the **START** key for dial tone.
2. Press **FCN** then **4** to dial voice mail

Mute

Press **FCN** then **1** to toggle between muting and not muting the microphone.

Hold

To Put a call on hold:
Press the **HOLD** key.

To Retrieve a call from hold

1. Press the **LINE** then **1**.

Call Pickup (Administration Only)

1. Press the **START** key for dial tone
2. Press **FCN** then **3**

Forward

Call Forwarding your phone requires you to activate the feature when you do not want to receive calls and deactivate the feature when you wish to receive calls. So that your teaching time is not interrupted and you answer only those calls that you wish, the recommendation is to turn your ringer off and your vibrator on instead of Call Forward.

To activate:

1. Press **START**
2. Press **LINE** then **0**
3. While your phone is idle and your line is not active, press **FCN** then **6**.
4. Dial the Extension to forward calls to
5. Press **FCN** then **6** again to complete Call Forward
6. Display should show "CFWD"
7. Press **END**

To deactivate:

1. Press **START**
2. Press **LINE** then **0**
3. While your phone is idle and your line is not active, press **FCN** then **6**.
4. Display should show "Forward Cancelled"
5. Press **END**