

## Contact Directory

### To add a contact:

1. Press the **DIRECTORY** soft key when the phone is idle, and then select the desired group.
2. Press the **ADD** soft key to add a contact.
3. Enter a unique contact name in the **NAME** field, and enter the phone number in the corresponding fields.
4. Press the **ADD** soft key to accept the change.

### To edit a contact:

1. Press the **DIRECTORY** soft key when the phone is idle, and then select the desired group.
2. Press **^** or **v** to select the desired contact, press the **OPTION** soft key and then select **DETAIL** from the prompt list.
3. Edit the contact information.
4. Press the **SAVE** soft key to accept the change.

### To delete a contact:

1. Press the **DIRECTORY** soft key when the phone is idle, and then select the desired group.
2. Press **^** or **v** to select the desired contact, press the **OPTION** soft key and then select **DELETE** from the prompt list.
3. Press the **OK** soft key when the LCD screen prompts "Delete Selected Item?"

**NOTE:** You can add contacts from the call history easily. For more information, refer to **CALL HISTORY** above.

## Ring Tones

1. Press the **MENU** soft key when the phone is idle, and then select **SETTINGS → BASIC SETTINGS → RING TONES**.
2. Press the **^** or **v** to select the desired ring tone.
3. Press the **SAVE** soft key to accept the change.

## Voice Message


The Message Waiting Indicator on the idle screen indicated that one or more voice messages are waiting at the message center. The power indicator LED slow flashes red.

### Setting up New Mailbox

#### Record your personal/busy greetings and name

- Dial **\*600** to enter your voicemail mailbox
  - Enter your **3** digit mailbox number
  - Enter your **4** digit password (default "0000")
  - Dial **0** for mailbox options
  - Dial **1** for your unavailable greeting / Dial **2** for your busy greeting / Dial **3** for your name
- Record your greeting then press the **#** key immediately after you have finished speaking to stop recording.
- Dial **1** to save your recording
  - Dial **2** to listen to your recorded greeting
  - Dial **3** to re-record your greeting.

#### To listen to voice messages: (Ensure voice mail code is already configured on the phone)

1. Tap **MAIL** and then tap the **CONNECT** soft key, or press 
2. Follow the voice prompt to listen to your voice messages.

#### To Change your Password

- Dial **\*600** to enter your voicemail mailbox
  - Dial your **3** digit mailbox number
  - Dial your **4** digit password (default "0000")
  - Dial **0** for mailbox options
  - Dial **5** to change your password
- Enter a new **4** digit password and press **#**, re-enter the new **4** digit password and press **#** and then hang up.

# Telrad Futuro 41 Button Ultra-elegant Executive Set



## Basic User Guide


## BASIC CALL FEATURES

### Placing a Call

#### Using the handset:

1. Pick up the handset
2. Enter the number, and then press the **SEND** soft key.

#### Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, and then press the **SEND** soft key.

#### Using the headset:

1. With the headset connected, press  to activate the headset mode.
2. Enter the number, and then tap the **SEND** soft key.

**NOTE:** During a call, you can alternate between headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key or the **SPEAKERPHONE** key or picking up the handset. Headset mode requires a headset connected.

### Answering a Call


#### Using a handset:

Pick up the handset.

#### Using the Speakerphone:

Press .

#### Using the headset:

Press .


**NOTE:** You can ignore an incoming call by tapping the **REJECT** soft key.

### Ending a Call

#### Using the handset:

Hang up the handset or press the **CANCEL** soft key.






#### Using the Speakerphone:

Press  or tap the **CANCEL** soft key.



#### Using the headset:

Press the **CANCEL** soft key.

### Redial

- Press  to enter the **PLACED** call list, press  or  the desired entry and then press  or the **SEND** soft key.
- Press  twice when the phone is idle to dial out the last dialed number.

### Call Mute and Un-Mute



- Press  to mute the microphone during a call.
- Press  again to un-mute the call.

### Call Hold and Resume

#### To place a call on hold:

Press the **HOLD** soft key during an active call.

#### To resume the call, do one of the following:

- If there is only a call on hold, press the **RESUME** soft key.
- If there is more than one call on hold, press  or  to select the desired call, and then press the **RESUME** soft key.


### Call Transfer

You can transfer a call in the following ways:

#### Blind Transfer:



1. Press the **TRANSFER** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press the **TRANSFER** soft key.

### Attended Transfer

1. Press the **TRANSFER** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press the **TRANSFER** soft key when the second party answers.

### Call Forward

#### To enable call forward:

1. Press the **MENU** soft key when the phone is idle, and then select **FEATURE → CALL FORWARD**.
2. Select the desired forward type:
  - ALWAYS FORWARD →** Incoming calls are all forwarded unconditionally.
  - BUSY FORWARDS →** Incoming calls are forwarded when the phone is busy.
  - NO ANSWER FORWARD →** Incoming calls are not answered after a present time period.
3. Enter the number you want to forward to. For **NO ANSWER FORWARD**, press  or  to select the desired ring time to wait before forwarding.
4. Tap the **SAVE** soft key to accept the change.

### Call Park



1. Press **#700** during an active call to put a call on Park, or press your **CALL PARK BUTTON** if one is programmed. The system will prompt a number (701 etc.) so you know where the call is parked. Once you hear where the call is parked you can hang up.
2. To pick up a call from Park enter in the number the system prompted (701 etc.), press **SEND**. Or press the corresponding **PARK BLF** key.

### Call Conference

1. Press the **CONFERENCE** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the **SEND** soft key
3. Tap the **CONFERENCE** soft key again when the second party answers. All parties are now joined in the conference.
4. Hang up the handset to disconnect all parties.

**NOTE:** You can split the conference call into some individual calls by tapping the **SPLIT** soft key.

### Volume Adjustment

- Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press  when the phone is idle to adjust the ringer volume.

### Speed Dials

#### To configure a speed dial key:



1. Press the **MENU** soft key when the phone is idle, and then select **FEATURE → DSS KEYS**.
2. Select the desired DSS key, and then press the **ENTER** soft key.
3. Press **SPEED DIAL** from the **TYPE** field, select the desired line from the **ACCOUNT ID** field, enter a label in the **LABEL** field and enter the number in the **VALUE** field.
4. Press the **SAVE** soft key and accept the change.

#### To use the speed dial key:

Press the speed dial key to dial out the present number.

## CUSTOMIZING YOUR PHONE

### Call History

1. Press the **DIRECTORY** soft key when the phone is idle, press  or  to scroll through the list.
2. Select an entry from the list, you can do the following:
  - Press the **SEND** soft key to place a call.
  - Press the **DELETE** soft key to delete the entry from the list.

If you press the **OPTION** soft key, you can also do the following:

- Select **DETAIL** to view detailed information about the entry.
- Select **ADD TO CONTACTS** to add the entry to the local directory.
- Tap **EDIT** to edit the phone number of the entry before placing a call.
- Tap **BLACKLIST** to add the entry to the blacklist
- Tap **DELETE** to delete all the entries from the list.