

# O-NET T41S Phone Guide

## Keys

1. Mute
2. Headset
3. Message
4. Redial
5. Speaker
6. Volume
7. Navigation buttons



## Placing or Answering a Call

### To place a Call

Dial the number and then pick up the receiver to place the call.

### To Answer a Call

Press the answer softkey or pick up the receiver.

If you are on a call and another call comes in, you can press the Answer softkey to answer the call and place the first call on hold.

The call in progress is then put on hold and the incoming call is answered. Press the Up and Down Navigation keys to show the active calls.

## Transferring a Call

### Attended

The party to whom the call will be transferred to is spoken to before transferring the call.

### Blind

The call is transferred without speaking to the party for whom the call is intended.

### Performing an Attended Transfer

Step 1: During an active call, press Tran. The call is placed on hold and a new line is opened to dial the number.

Step 2: Enter the number to which you want to transfer the call, then press dial. The line will be connected to the intended party.

Step 3: Press Tran once more to complete the transfer.

### Performing a Blind Transfer

Step 1: During an active call, press Tran.

Step 2: Enter the number to which you want to transfer the call. Press Tran. The call is transferred with no further action required.



## Call Parking and Retrieving

### Parking a Call

While on a call press the green parking key. The parking key will blink red until the call is retrieved.

### Retrieving a Parked Call

Press the blinking red parking key.

## Call Forwarding

### To Turn ON Call Forwarding

Step 1: Dial \*72

Step 2: Enter the desired phone number followed by the # key.

### To Turn OFF Call Forwarding

Dial \*73

## Do Not Disturb

The Do Not Disturb feature prevents incoming calls from ringing your phone.

### To Activate Do Not Disturb

Press the DND softkey. The LCD screen indicates that Do Not Disturb is turned on for your phone.

### To Deactivate Do Not Disturb

Press the DND softkey again.

## Screen

### 1. Line Key

Indicates the status of phone lines and incoming calls.

### 2. Busy Light/Speed Dial

A green light indicates the assigned extension is not busy.

A red light indicates the assigned extension is on a call.

Press the button to call the assigned extension.

### 3. Parking Keys

A green light indicates the parking spot is empty.

A blinking red light indicates the parking spot is occupied.

### 4. Missed Call

This icon indicates there is a missed call. The number indicates amount of missed calls.

### 5. Voicemail

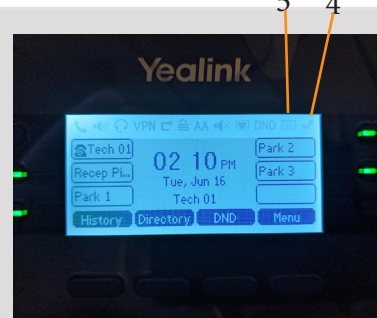
This icon indicates there is a voicemail.

### 6. Indicator light

This light blinks when there is an incoming call or a voicemail.

### 7. Soft Keys

Perform functions that appear directly above on the LCD screen. These functions change depending on the status of the phone.



### History

This includes the inbound and outbound call logs.

### Directory

Press this key to bring up a company directory of all phones associated with this business.

### DND

Do Not Disturb. Press this button if you are in a meeting and do not want your phone ringing. It will go to your voicemail.

### Menu

Press this button for a list of the phone features.