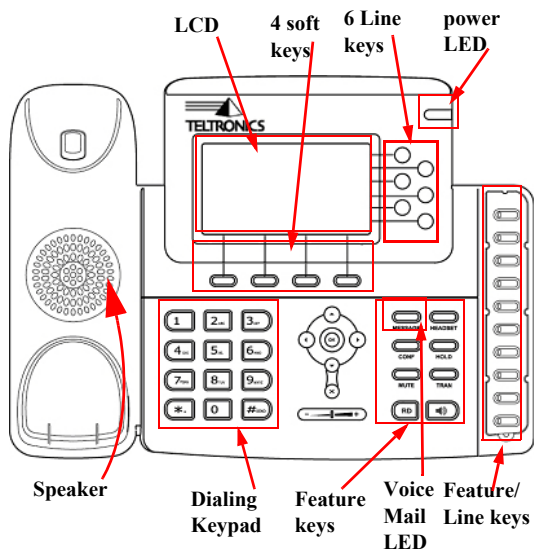


Teltronics Arcata 28xx CIP-D Quick Reference Card



To Dial a Number:

- Do one of the following to get dial tone:
 - Lift the handset or press a **LINE** key
 - Press the **SPEAKER** key to turn on the Speakerphone
 - Press the **HEADSET** key. (The headset is automatically detected if connected to the Headset port on the back of the phone.)
- Press the keys on the Dialing Keypad of the number you wish to dial. The number is dialed. The call timer starts and the new soft key options appear on the LCD.
- When the other party answers, begin speaking.

To Redial a Number:

- Press the **RD** key.
- The last number dialed is dialed.

To Make a Speed Dial Call:

- Press the **OK** key. The Speed Dial List menu displays on the LCD.
- Scroll to an entry and press the **Dial** soft key. The number is dialed.

To Answer a Call:

- Do one of the following:
 - Lift the handset or press the **Answer** soft key
 - Press the **SPEAKER** or **LINE** key to turn on the Speakerphone.
 - Press the **HEADSET** key. The headset is automatically detected if connected to the Headset port on the back of the phone.

Note: The Line key LED turns green.

- Start speaking to the caller.

To Place a Call on Hold:

- While in conversation:
- Press the **HOLD** key. The **LINE** key LED blinks. The caller is placed on hold.

To Hang up:

- Do one of the following:
 - Replace the handset or press the **LINE** key.
 - Press the **SPEAKER** key.
 - Press the **HEADSET** key.

To Transfer a Call:

- While on a call:
- Press the **TRAN** key. The first party is put on hold as you hear dial tone.
- Dial the destination extension to transfer the call to on the Dialing Keypad.
- Confirm ringback. Either hang up or press the **TRAN** key. The call is transferred.

Note: To make a Supervised transfer, announce the call after hearing ringback and before hanging up or pressing the **TRAN** key.

To Forward a Call:

- Press the **Features** soft key to display the **Features** menu.
- Scroll to and press the **Forward** option.
- Enter an extension to forward calls to. The Select Forwarding Mode menu displays.
- Select a Forwarding option: All Calls, Busy, No Answer, Busy or No Answer.

The Forward feature is activated and the Forward icon appears on the LCD until turned off.

To Park a Call:

- While on a call:
- Press the **More** soft key.
- Press the **Park** soft key.
- Enter the destination extension to park the call at. The call is parked at that extension.

To Pick Up a Parked Call:

- Go to any phone on the system.
- Press the **Features** soft key.
- Scroll to and press the **Pickup** option.
- Do one of the following:
 - Press the **Self** soft key to pick up the parked call on your extension
 - Press the **Group** soft key to pickup the parked call on your pre-configured pickup group
 - Enter the extension number of the phone you wish to retrieve the parked call from
- Start speaking to the caller.

To Make a Page:

- Press the **Features** soft key.
- Scroll to and press the **Page** option.
- Enter the number of the zone you wish to page.

Zone	Area Description
1	typically used for 'all zones'
2	
3	
...	

- Announce your page. The page is made for the selected zone.

To Set Up a Conference:

1. While in conversation with the first party:
2. Press the **CONF** key. The first party is put on hold as you hear dial tone.
3. Dial the extension or phone number of the second party.
4. When the second party answers, you may speak with him or her while the first party is still on hold.
5. Press the **CONF** key to connect all three parties in conference.
6. Repeat steps 2 through 5 to add more parties to the conference call.

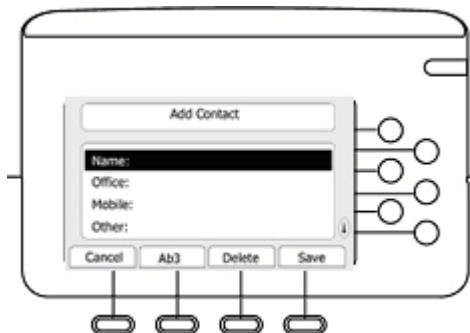
To Check Voice Mail:

1. When the Voice Mail Message LED flashes:
2. Press the **MESSAGE** key.
3. Enter your Voice Mail password at the voice prompt.
4. Follow the voice instructions to check your voice messages.

To Check the Status of an Extension:

1. Press the **Features** soft key.
2. Scroll to and press the **View Extension** option. The View Extension LCD screen displays.
3. Enter the extension you wish to check the status of. The status is displayed (idle, busy, etc.)

NAVIGATING the LCD:



The following list describes how to navigate screens on the LCD using soft keys/other keys. Their functionality depend on what is on the LCD.

- **Add** - used to enter a new contact to the Contact List
- **Ab3/123/ABC/abc** - accessed from ADD soft key, changes dialing keypad keys
- **Back** - returns to the last LCD menu page or replaces a wrong character
- **Cancel** - deletes the changes on the selected LCD page and returns to the previous LCD menu page
- **DIALING KEYPAD** - Press to enter letters and numbers on the LCD. Press the key more than once to select subsequent letters (e.g. press the '2' key 3 times to get a 'C').
- **Directory**- gives access to Contact and Speed Dial lists
- **Features** - access to Privacy, Forward, Pickup, Page, View Extension and COM features
- **Group** - accessed from Pick Up Call menu
- **History**- shows last dialed calls, received and missed calls - Use Option soft key to see call detail or to save the contact to the Speed Dial/Contact List
- **Menu** - access to Main Menu (sets Ring Tones, view System Info, Modify Settings, program **Line Key labels**, & Erase Data)
- **More** - scrolls the labels on the soft keys located on bottom of LCD
- **MUTE** key - your caller can't hear you, but you can still hear them
- **NAVIGATE** keys - Press the Up and Down Arrows on the NAVIGATE keys to access subsequent pages on multiple page LCD menus (e.g. PG 1 of 2). LCD Menu pages display corresponding arrows.
- **OK** - enters the selection. Used as a shortcut to the Speed Dial feature if phone is idle
- **Option** - gives detail info on a call, adds contact to Contacts/Speed Dial menus
- **Self** - accessed from the Pick Up Call menu

p/n 610-0000-0845 Rev B

Teltronics Arcata 28xx CIP-D Quick Reference Card



This Quick Reference Card guide details how to operate the Teltronics Arcata 2826 CIP-D and 2806 CIP-D phones (referred to as the 28xx CIP-D phone).

The 2826 CIP-D is a business phone that transmits voice data over dedicated two-wire copper pair. The 2826 can connect to either an HDLU or an HDLU2 digital card on the Cerato switch and be configured as a digital endpoint.

The 28xx CIP-D is a business phone that transmits voice data using the data network instead of traditional telephone lines, taking advantage of the economies of an existing network while retaining the capabilities and reliability of a standard telephone.

For features not described here or for more complete instructions, see the Arcata 28xx CIP-D User Guide, p/n 610-0000-0847, or the Teltronics website: www.teltronics.com.

Configuration via the Web Interface:

NOTE: Does not apply to the 2826 phone configured as a digital endpoint.

1. Enter the IP address of your phone in Internet Explorer. The Web Interface opens.
2. Select the field links (i.e., Network Settings, Directory, Speed Dial, Callers List, Ring Tones) to open each area for the phone and configure the settings.