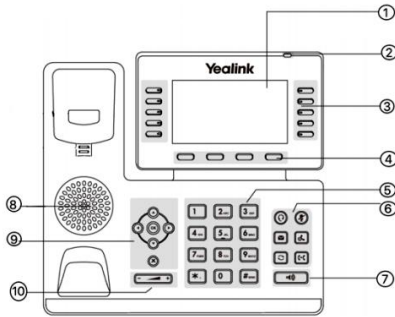




Medtel T5 Series Quick Reference Guide

Medtel T5 Series Soft Keys



1. LCD Screen
2. Power LED
3. Line Keys
4. Soft Keys
5. Keypad
6. Headset Key
Mute Key
Message Key
Hold Key
Redial Key
Transfer Key
7. Speaker Phone Key
8. Speaker
9. Scroll Keys
OK – Confirm/Answer Calls
X – Cancel/Reject Calls
10. Volume Key

Make an Internal Call

Lift handset or press speaker button
 Dial extension number
 Press SEND

Make an External Call

Lift handset or press speaker button
 Dial telephone number
 Press SEND

Answering an Incoming Call

Incoming call notifications:

- Phone rings
- Flashing red LED light (top right)
- Incoming Caller ID is shown on the display

To answer, lift the handset or
 Press the speaker button

Redial

Without lifting handset:

- Press the REDIAL button
- Use NAVIGATION KEYS to select the Contact to redial
- Press SEND
- Shortcut: Pressing the redial button twice will redial the last number called

Holding Vs. Parking a Call

Hold puts the call "On Hold" at your phone and the call can only be picked up from your phone.

Park puts the call on a "System Hold" and the parked call can be picked up from any phone on the system.

Place a Call on Hold

While on the call:
 Press HOLD

Pick Up a Call from Hold

While on the call:
 Press RESUME

Park a Call

While on the call:

- Press an available PARK soft key (the selected key will light up)
- Hang up

Retrieve a Parked Call

Lift handset

- Press the PARK soft key

Transfer a Call to Another Extension (Announced)

While on the call:

- Press TRANSFER soft key
- Dial extension number
- Press SEND
- Wait for Response & Announce Call
- Press TRANSFER soft key to complete
- Or Press END CALL then RESUME soft key to return to the call

Transfer a Call to Another Extension (Unannounced)

While on the call:

- Press TRANSFER soft key
- Dial extension Number
- Press SEND
- Press TRANSFER or hang up to complete
- Or Press END CALL to return to call

Transfer a Call Directly to Voicemail

While on the call:

- Press TRANSFER soft key
- Dial #99 + extension number and press SEND
- Press TRANSFER soft key to complete OR simply hang up.

Accessing Voicemail from Outside the Office

- Call your main office number, press # MAILBOX NUMBER
- When the company greeting answers, press * MAILBOX NUMBER
- When greeting starts, press # YOUR PIN NUMBER and follow the prompts
Shortcuts: * + Ext = rings the phone and # + Ext = accesses voicemail

Place a Conferencing Call

- While on the 1st call, press the CONFERENCE soft key
- Dial the 2nd number (Internal or External) & press OK
- When 2nd party answers, press the CONFERENCE soft key
- All parties are connected
- If 2nd party does not answer:
 - Press the CANCEL soft key to disconnect the party
 - Press RESUME soft key to resume original call with 1st party

Activate DND (Do Not Disturb)

- Press DND soft key to send all calls directly to your voice mailbox
- Press DND soft key again to turn off DND



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