Office 35IP Quick User's Guide en

Key names:

Display symbols:

Open listening	Hands-free mode	α Alpha symbol; Text mode on keyboard is activated
Microphone on/off	Scroll up/down	

Menu key:	Repeated pressing easily takes you to further functions: Press the Menu key several times if necessary in the idle state or during a call.
END key:	Repeatedly pressing the End key returns you to the beginning.
Foxkey:	The displayed functions in the lowermost display line can be selected directly with the Foxkey.
i in the Display:	Press the Info key one or more times for more information.
+ in the Display:	Press the Info key for the rest of the information.
Call diversion/ Absence key:	Incoming calls are to be diverted: 1. Diversion: enter number and press the Absence key. 2. Press the Absence key again to deactivate diversion. (When activated again, calls are diverted to the phone number last saved).
Connecting/ Transferring:	During a call: 1. Press the Foxkey under "Enquiry call". 2. Enter the number and wait until the call is answered. 3. Put the handset on-hook and the call is transferred (if nobody picks up, press the End key to reconnect the first call).
Brokering:	Switching between two callers and simultaneously conducting two calls. During a call: 1. Press the Foxkey under "Enquiry call". 2. Enter the number and wait until the call is answered. 3. Press the Foxkey under "Brokering" to switch callers.
Hands-free operation:	You can telephone without holding the handset in your hand. 1. Enter a number. 2. Press the Loudspeaker key.

Conference call:

You can connect several callers for a conference call.
During a call:
1. Press the Foxkey under "Enquiry call".
2. Enter the number and wait until the call is answered.
3. Press the Foxkey under "Conference".
4. Add participants via inquiry.
5. Leaving a conference call: Put the handset on-hook.

Callback:

Request callback: The person is busy or does not answer.
1. Press the Foxkey under "Callback".
2. Put the handset on-hook, the display shows "Call expected...".
3. Delete callback, press the Foxkey under "Reset".

Dialling by name - Quickdial:

Select from all of the names stored in the telephone system:
With Quickdial you only need to press the digit keys once for each letter, even though each key is assigned three letters (the system administrator can tell you whether surname or first name has been entered first):
1. To select a person to call, press the first couple of letter keys once (first name and surname can be separated using the Hash key).
2. Press the ABC key to display matching names.
3. Press the Foxkey under "*" as often as necessary to display the desired name.
4. Initiate call: Pick up the handset.

The telephone does not function as desired:

Pick-up the handset, and press the Star key once and 0 twice to reset all active functions.

Further functions and settings of the telephone as well as the declaration of conformity are available in the extensive User's Guide. It is available from your system administrator or you can access it at:

https://pbxweb.aastra.com