

Telstra IP 7000 Conference Phone Quick Reference Guide



Place a Call

- Press then enter the phone number
- OR**
- Press the **New Call** soft key, then enter the phone number

End a Call

- Press the Red button
- OR**
- Press the **EndCall** soft key

Answer a Call

- Press the **Green** button
- OR**
- Press the **Answer** soft key

Hold a Call

- While on a call press the **Hold** soft key
The console LED's will blink RED
- To take the call off Hold, press the **Resume** soft key

Transfer a Call

- While on a call press the **More** soft key, then press the **Trnsfer** soft key
(The active call is placed on Hold)
- Place a call to the party to which you want to transfer the call
- After speaking to the second party, press the **More** soft key, then press the **Trnsfer** soft key to complete the transfer

OR to transfer the call unannounced

- While on a call press the **More** soft key then press the **Trnsfer** soft key
- Dial number of second party, then press **Trnsfer** to complete the transfer
*Transfer may be cancelled during establishment by pressing the **Cancel** soft key. The original call is resumed*



Soft Keys

Soft key tabs will appear

Follow and select the appropriate soft key prompt by pressing the button below the required tab

Conference Call

- Call the first party
- Press or the **Confnc** soft key to create a new call (the active call is placed on hold)
- Place a call to the second party
- When the second party answers, press or the **Confnc** soft key to join all parties in the conference

Placing a call from Corporate Directory

- Press
- Select **Features**, and then **Contact Directory**
- Select **More** soft key, then select **Search** soft key
- Use the dial pad, enter the first few characters for the First name, press **More** soft key, then the **Next** soft key
- Enter the Last name
- Press the **Search** soft key to search for contacts

Microphone Mute

- During a call, press
- If you are using external microphones, you can also press on the microphones
You can hear all other parties while Mute is enabled
- To turn off Mute, press again

LED Indicators

The LED's at the indicators at the top of each speaker indicate the current status

- **Green** – Your call is in progress
- **Flashing Green** – A call is incoming
- **Blinking Green** – Your call is held by the other party
- **Red** – Your call is muted
- **Flashing Red** – You have voicemail
- **Blinking Red** – You have placed the call on hold

- Menu
- Conference
- Redial

- Volume Up
- Volume Down
- Mute