


ZULTYS ZIP 36G BUSINESS PHONE REFERENCE GUIDE

Phone Button Outline




PLACING A CALL



Using the Handset

- Pick up handset.
- Enter the number.
- Press  or the **Send** soft key.

Using the Speaker Phone

- With the handset on-hook.
- Enter the number.
- Press  or the **Send** Soft key.

Using the Headset


- With the Headset connected, press  to activate headset mode.
- Enter the number.
- Press  or the **Send** Soft key.

ANSWERING A CALL


Using the Handset

- Pick up handset.

Using the Speaker Phone

- Press  or the **Answer** Soft key.


Using the Headset

- Press  or the **Answer** Soft key.

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ENDING A CALL

Using the Handset

- Hang up handset.
- or
- Press  End Call
- or
- Use the **EndCall** soft key.







Using the Speaker Phone

- Press  Speaker
- or
- Use the **EndCall** Soft key.



Using the Headset

- Press  End Call
- or
- Use the **EndCall** soft key.

REDIAL

- Press  to enter the **Placed Calls** list, press  or  to select the desired call.
- Press  or  or **Send** Soft key.
- Press  twice when the phone is idle to call the last dialed number.

CALL MUTE and UN-MUTE





- Press  to mute the microphone during a call. The message light will flash while mute is active.
- Press  again to un-mute the call.

CALL HOLD and RESUME

To Place a Call on Hold



- Press  or the **Hold** soft key during an active call.

To resume the call, do one of the following

- If there is only a call on hold, press  or the **Resume** soft key or the flashing line key.
- If there is more than one call on hold, press  or  to select the desired call.
 - Press the  or the **Resume** soft key or flashing line key.




CALL TRANSFER

Blind Transfer

- Press  or the **Tran** soft key during an active call. The call is placed on hold.
- Enter the extension or phone number you want to transfer to.
- Press  or the **Tran** soft key.

Note: To transfer directly to voicemail press Tran dial *86, ext number, then press Tran again.

Attended Transfer



- Press  or the **Tran** soft key during an active call. The call is placed on hold.
- Enter the extension or phone number you want to transfer to.
- Press .
- Press  or the **Tran** soft key when ready to complete Transfer.

Note: to cancel transfer press 


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CALL FORWARD

To enable call forward

- Press the **Menu** soft key when the phone is idle.
- Select **Features->Call Forward**.
- Select the desired forward type.
 - **Always Forward**-Incoming calls are all forwarded unconditionally.
 - **Busy Forward**-Incoming calls are forwarded when the phone is busy.
 - **No Answer Forward**-Incoming call are forwarded when not answered after a preset period.
- Enter the extension or phone number you want to forward to.
- For **No Answer Forward**, press  or  to select the desired ring time to wait before forwarding from **After Ring Time** field.
- Press the **Save** soft key to accept the change. Forward icon will appear on screen.

CONFERENCE CALL


- Press **Conference** soft key during an active call.
- The call is placed on hold.
- Enter the extension or phone number of the second party.
- Press  or the **Send** soft key.
- Press **Conference** soft key again when the second party answers.
- All parties are now joined in the conference.

PARK and PICKUP

- Press the **Park** key to park the current call.

NOTE: if you do not have **Park** keys use the **Park** soft key. The **Park ID** will be displayed on the screen.


- To pick up a parked call press the flashing **Park** key.

NOTE: if you do not have **Park** keys, press **Pickup** soft key and enter the **Park ID**. Then press  or the **Send** soft key



VOICE MESSAGE

When you have new voice messages waiting the **Message** key lights up and the red status LED flashes.

To listen to voice mail messages

- Press .
- Follow the voice prompts to access and listen to your voice messages.

VOLUME ADJUSTMENT

- Press  during a call to adjust the receiver volume of the **Handset/Speakerphone/Headset**.
- Press  when the phone is idle to adjust the ringer volume.