TONE COMMANDER 6210/6220 ISDN SETS

Basic Set Features

DROP KEY

To disconnect from a call and obtain dial tone without hanging up:

- Press **Drop** key.

MUTE KEY

Turn off the microphone when using the speakerphone or handset/headset. (Red indicator on Mute key is lit when activated.)

To allow a private conversation:

- While on a call, press **Mute** key; caller will not hear you speak.

To cancel Mute:

- Press **Mute** key; caller can now hear you speak.

HOLD KEY

To place an active call on hold: *

- Press **Hold** key; call is placed on hold.

To place a call on hold while you answer another call:

- Press call appearance of second call; first call is automatically placed on hold, and you are connected to second call.

To return to a call on hold:

- Press call appearance of original call.

* *If you put a conference call on hold, the other parties remain connected.*

VOLUME KEYS

To adjust the handset/speaker volume when on a call or to adjust the ringer volume when the set is idle:

- Press **Vol ⅄** key to increase the volume.

- Press **Vol⅄** key to decrease volume.

REDIAL

To automatically redial last number dialed:

- Lift handset, then press softkey under **Redial** as shown in the lower right corner of the Display screen.

CALL KEY

To select Call Directory, Call Log, and Call Identification Display modes:

- Press **Call** key.

SETUP KEY

To program User Options such as Clock, Speed Dial, Directory, Ringing Tones:

- Press **Setup** key.

- Press softkey under **USER** .

DONE KEY
To save options, return to previous menu options, and exit current menu:

- Press ⌜DONE⌝ key.

MORE KEY
To cycle through the menu option groups in Setup mode:

- Press ⌜MORE➤⌝ key.

SPEAKER KEY (LISTEN AND SPEAK)
Make and answer calls using the Speakerphone

To make a call:

- Press ⌜Speaker⌝ key; wait for dial tone.
- Dial number; when call is answered, speak toward telephone.

To answer a call:

- Press ⌜Speaker⌝ key; when call is connected, speak toward telephone.*

To change from handset to Speakerphone:

- While on a call, press ⌜Speaker⌝ key; hang up handset and speak toward telephone.

To change from Speakerphone to handset:
- While on a call, lift handset; handset is now connected and speakerphone is disconnected.

To end a call using the Speakerphone:

- Press ⌜Speaker⌝ key; call is ended.

If you are not connected to the call immediately, press the flashing call appearance.

Call Log

Maintain a running list of the last 100 incoming or outgoing calls

To view the call log:

- Press ⌜Call⌝ key.
- Press softkey under ⌜LOG⌝ .
- Press softkey under the type of call you want to view: UNANS (unanswered), ANSWD (answered), or OUT (outgoing).
- To view a previous call in the log, press softkey under ⌜◀BKSP⌝ .
- To return to the last displayed call, press ⌜MORE➤⌝ key.
- To delete a call from the log, press softkey under ⌜DELETE⌝ .
- To view the duration of answered and outgoing calls, press softkey under ⌜TIME⌝ .
- To return to the time and date display, press the softkey under ⌜DATE⌝ .
- To exit the CALL LOG, press ⌜Call⌝ key.

Call Directory

Store and access up to 36 entries from the display menu (four entries on nine screen "pages")

To program an entry:
- Press ⌈**Setup**⌉ key.
- Press softkey under ⌈**USER**⌉ and then softkey under ⌈**DIR**⌉ .
- Select a directory page by pressing a dial pad key (1-9), or press ⌈**MORE➤**⌉ key to cycle through the nine pages until the desired page is displayed.
- Edit an existing entry, or add a new one by pressing a softkey below a blank entry.
- Using the dial pad, enter a name (five characters max.) to identify the directory entry. Press ⌈**MORE➤**⌉ key to move to the next character.*
- Press softkey under ⌈**NUMBER**⌉ . Use the dial pad to enter the telephone number to be stored.*
- When all digits have been entered, press ⌈**DONE**⌉ or ⌈**Setup**⌉ key to exit the Setup Mode.

To use the Call Directory:
- Press ⌈**Call**⌉ key.
- From the "CALL MENU," press the softkey under ⌈**DIR**⌉ .
- Select a directory page by pressing a dial pad key (1-9), or press ⌈**MORE➤**⌉ key to cycle through the nine pages until the desired page is displayed.
- Press the softkey under the entry you want to dial.
- To exit the CALL DIRECTORY, press ⌈**Call**⌉ key.

** If you need to make corrections while entering names or numbers, select ⌈**◄BKSP**⌉ to delete the previous digit.*

Additional User Setup Options

TIME AND DATE DISPLAYED

To set or change the time and date:
- Press ⌈**Setup**⌉ key.
- Press softkey under ⌈**USER**⌉ .
- Press softkey under ⌈**CLOCK**⌉ ; the current date and time will be displayed, with the cursor flashing on the first digit.
- Using the dial pad, enter new digits for the date and time; the cursor will advance automatically as each digit is pressed; or press ⌈**MORE➤**⌉ key to move to the digit(s) to be changed.*
- Time must be entered in 12-hour format; AM/PM is changed with a softkey.

** If you need to make corrections, select ⌈**◄BKSP**⌉ to delete the previous character.*

To save changes to the Time and Date:
- Press ⌈**DONE**⌉ or ⌈**Setup**⌉ key to exit the Setup Mode.

ADJUSTING THE DISPLAY CONTRAST
Improve the viewing angle by tilting the display and/or changing the contrast setting

To adjust the contrast on your display for optimum viewing:
- Press ⎢**Setup**⎥ key.

- Press softkey under ⎢**USER**⎥ .

- Press ⎢**MORE➤**⎥ key.

- Press softkey under ⎢**DISPLAY**⎥ .

- Select (−) to lighten the display.
- Select (+) to darken the display.

- Press ⎢**DONE**⎥ or ⎢**Setup**⎥ key to exit Setup Mode.

PERSONAL RINGING OPTIONS
Choose from eight distinct ringing tones

To select your ringing tone:
- Press ⎢**Setup**⎥ key.

- Press softkey under ⎢**USER**⎥ **.**

- Press softkey under ⎢**RING**⎥ and then softkey under ⎢**TONE**⎥ **.**

- Press a dial pad key (1-8) to select a ringing tone and hear a sample of the tone.

When you hear the desired ringing tone:
- Press ⎢**DONE**⎥ or ⎢**Setup**⎥ key to confirm the selected tone and exit the Setup Mode.

SPEED DIAL BUTTON PROGRAMMING:
Program Speed Dial entries on any unused multifunction button

To program a telephone number, feature access code, or other dialing string:
- Press ⎢**Setup**⎥ key.

- Press softkey under ⎢**USER**⎥ .

- Press softkey under ⎢**SPDIAL**⎥ .

- Press a multifunction button with a green light. (Do not select a button with a red or unlit light.)
- Using the dial pad, enter the telephone number or other dialing string you wish to store (24 digits maximum). Use the Pause softkey to enter one or more one second delays.

To save the Speed Dial entry:
- Press ⎢**DONE**⎥ or ⎢**Setup**⎥ key to exit the Setup Mode.

CENTREX ISDN FEATURES

SEE "ISDN FEATURE ACCESS CODES" FOR DIALING INSTRUCTIONS FOR THE FOLLOWING FEATURES:

- **Placing Calls**
- **Auto Hold**
- **Bridging**
- **Call Exclusion**
- **Call Pickup**
- **Intercom**
- **Inspect**
- **Transfer**
- **3-Way and 6-Way Conference**
- **Call Forwarding**
- **Repeat Call and Return Call**
- **Time**
- **Speed Calling**

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