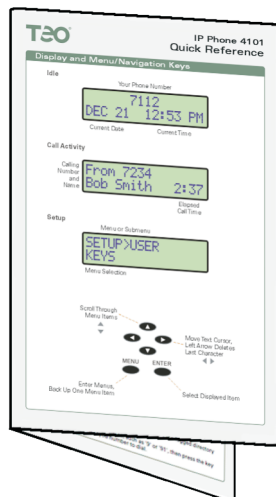# Teo®

IP Phone 4101 Quick Reference

Printing Instructions

Print this document on both sides of a letter-size sheet of paper, and fold in half.

The finished size is 5.5″ x 8.5″ after folding.

- In the Print dialog, set Page Scaling to <u>None</u> (Acrobat 6 or later), or <u>uncheck</u> 'Shrink oversize pages' and 'Expand small pages'. (Acrobat 5).

Duplex (two-sided) printers:

- Print <u>both</u> pages **3** and **4** to a letter-size sheet, landscape (sideways) orientation, duplex, flipped on the short edge.

Single-sided printers:

- Print page **3** to a letter-size sheet, landscape (sideways) orientation.

- Re-insert the printed page into the printer feed tray, upside down, and rotate if needed, then print page **4**.

- Fold the printed sheet in half.

Call Directory

DIR

Press the **DIR** key to view the Call Directory.
Press the **DIR** key again to exit.

The first directory entry will be displayed. A # character at the end of the phone number indicates that the call will be dialed immediately after the entry is selected.

▲
▼

5 JKL

To display a different entry, press the Up Arrow or Down Arrow key, or press the dial pad key corresponding to the entry.

SEND

Press the **SEND** or **ENTER** key to select the entry for dialing.

MENU

Select EDIT DIRECTORY from the User Setup menu to add a new directory entry or edit an existing one.

Setting the Ringer Volume

VOLUME

When the telephone is idle (not on a call), press the top of the **VOLUME** key to increase the ringer volume, or press the bottom of the key to reduce the ringer volume.

The telephone will ring once with the new ringer volume setting, and the new setting will be shown briefly in the display.

VOLUME

If RINGER OFF is shown in the display, press the top of the **VOLUME** key while you are not on a call to enable the ringer.

Setting Up Speed Dial Keys

MENU

Press the **MENU** key to enter Setup Mode.

▲
▼
ENTER

Select USER from the main menu, and then select KEYS.

M1

Press a multifunction key.

5 JKL

Enter the speed dial string with the dial pad.
Enter a **#** character at the end for immediate dialing.

ENTER

When you have finished editing the Speed Dial key, press the **ENTER** key to return to the key selection menu or press the **MENU** key to exit Setup Mode.

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TEO®

IP Phone 4101
Quick Reference

Display and Menu/Navigation Keys

Idle

Your Phone Number

```
         7112
DEC 21    12:53 PM
```

Current Date   Current Time

Call Activity

Calling Number and Name

```
From 7234
Bob Smith      2:37
```

Elapsed Call Time

Setup

Menu or Submenu

```
SETUP>USER
KEYS
```

Menu Selection

Scroll Through Menu Items
▲
▼

▲
◄ ►
▼

Move Text Cursor, Left Arrow Deletes Last Character
◄ ►

MENU   **ENTER**

Enter Menus, Back Up One Menu Item

Select Displayed Item
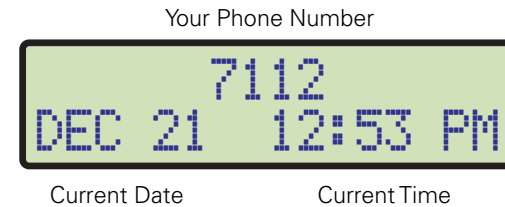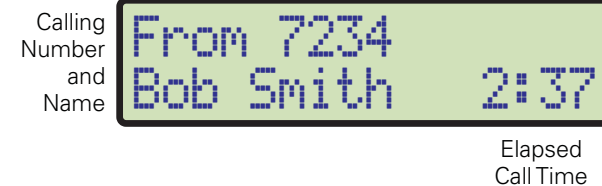
User Setup Options

You can customize your telephone with these user options:

CLOCK – Time and Date   RINGING – Ring Tone, Off-hook Ringing
KEYS – Speed Dial   VOICE – Handset/Headset Volume
EDIT DIRECTORY   PIN – Call Log PIN
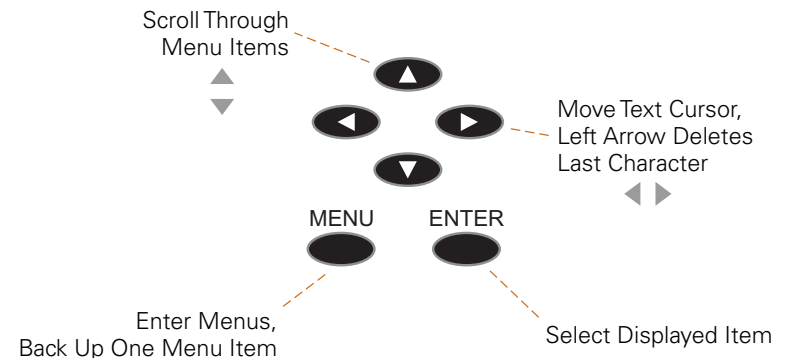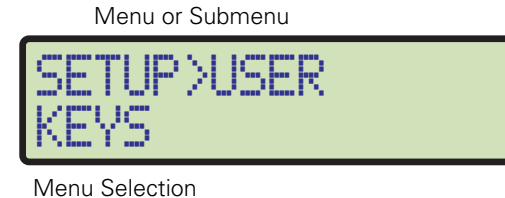
The system may be configured to set the clock automatically.

MENU

Press the **MENU** key to enter Setup Mode.

▲ ▼ ENTER

Select USER from the main menu, then select the option you want to change.

MENU

Press the **MENU** key when finished.

Placing a Call

Manual Dialing

Dial the number with the dial pad, and then press the SEND key, lift the handset, press the **SPEAKER** key, or press the **HEADSET** key.

SEND

You can also go off-hook before dialing. Press the **SEND** key or the **ENTER** key after all digits are entered.

Speed Dialing

M1

Press a speed dial key to automatically access an idle line and dial a number.

You can also dial from the Call Log or Call Directory.

Answering a Call

SPEAKER
HEADSET

To answer the call shown in the display, lift the handset, press the **SPEAKER** key, or press the **HEADSET** key.

Holding a Call

HOLD

Press the **HOLD** key to place the currently connected call on hold.

HOLD

Press the **HOLD** key again to reconnect to the held call.

Transferring a Call

TRANS

Press the **TRANS** key to place the current call on hold. You will hear a new dial tone.

M1

Press a speed dial key to dial the party to whom you wish to transfer the call.

Or dial the party with the dial pad and then press the **SEND** key.

You may wait until the called party answers to announce the call, or transfer it immediately before the called party answers.

TRANS

Press the **TRANS** key again to complete the transfer.

Conferencing Calls

CONF

Press the **CONF** key to place the current call on hold. You will hear a new dial tone.

5 JKL

Dial the party you wish to add to the conference.

CONF

After the added party answers, press the **CONF** key to conference all parties together.

DROP

To remove the last party added, press the **DROP** key.

To remove yourself from the conference, disconnect the call (hang up). Other parties may remain connected, depending on the system configuration.

Call Log

LOG

Press the **LOG** key to view the call log.
Press the **LOG** key again to exit.

▲ ▼ ENTER

Press the up or down arrow key to select UNANSWERED CALLS, ANSWERED CALLS, or OUTGOING CALLS, and then press the **ENTER** key.

The most recent call in the log will be displayed.

Press the Down Arrow key to view previous (older) calls.
Press the Up Arrow key to view the last-displayed (newer) call.

Press the Right Arrow key to view the duration of answered or outgoing calls.
Press the Left Arrow key, and then the **ENTER** key, to remove the call from the log.

SEND

To dial the logged call entry, add any required prefixes if needed, such as '9' or '91', then press the **SEND** or **ENTER** key.