

# Commsplus

Get connected.

## Self Help Manual

### SMT-i6010/6011



#### Placing a Call

Lift the handset, dial 9 followed by the phone number you wish to call.

#### Ending a Call

Place the handset on hook.

#### Answering a Call

Lift the handset for handset operation or press the speaker button (  ) for hands-free/headset operation.

#### Muting

Press the mute key (  ) to mute the handset, headset, or speakerphone.

#### Redialling


Press the redial key (  ) once to automatically redial the previous number.

**Holding and Resuming**

To place a call on hold, press the hold key (  ) once.

To resume the call, press the hold key (  ) again.

**Call Transferring**

Whilst in a call, press the transfer button (  ) and enter a phone number or DDI to which the call will be transferred (If it is an external number, dial 9 followed by the number). Then place the phone on hook.

**3-Way Conferencing**

Ensure you are on an active call with one of the parties with whom you wish to create a conference.

Press the conference key (  ) once and enter the conference target's number or DDI (If it is an external number, dial 9 followed by the number).

You can add a further 3 parties by repeating the two steps above.

To begin the call, press the conference key (  ) twice.

**Directory**

Press the contacts key (  ) to access the directory.

Use the direction keys and the OK key to navigate the menu displayed on the screen.

To dial, select the designated contact and press the OK key.

**Call History**


Press the second soft key from the left to view a log of the call history.

**Volume Control**

When your phone is either ringing or idle, press the volume control keys (  ) to adjust the ring volume.

During an active call, press the volume control keys (  ) to adjust the handset, speakerphone or headset volume, whichever is active.

**Voicemail**

To access voicemail messages, press the message button (  ) then navigate to 'Voicemail' using the direction keys and select using the OK button.