

Commsplus

Get connected.

Self Help Manual

SMT-i3100/3105



Icon Descriptions



LAN cable is connected to the PC port.



'Do Not Disturb' is enabled.



LAN cable is connected to the LAN port and that the system is connected normally.



'Mute' is enabled.



LAN cable is connected to the LAN port but that the system is not connected.



Appears when there are unread messages in the message inbox.




'Call Forward' is enabled.



Hold state.

Placing a Call

Either lift the handset or press the speaker button () Then dial 9 followed by the number you wish to call.

Ending a Call

Place the handset on hook.

Answering a Call


Lift the handset or press the speaker button ().

Holding and Resuming

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

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

Transferring a Call

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 handset on hook.

Dialling from a Phonebook

Press the phone book button () then navigate the menu using the buttons.

Press the OK button to place the call.

Dialling a Speed Dial Number

Enter a speed dialling number and hold down the last digit until the phone rings.

Dialling a Previously Called Number

Press the call log button () then navigate to the desired number.


Press the OK button to place the call.

Call History

Press the call log button () to view a log of the call history.

3-Way Conferencing


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

Press the conference button () 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 button again ().

Volume Control

When your phone is either ringing or idle, press the volume keys ( ) to adjust the ring volume. During an active call, press the volume control keys ( ) to adjust the handset or speakerphone volume, whichever is active.