



## VOICE MESSAGE

The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The Message key LED lights up.

### To listen to voice mail message:

1. Press  or the **CONNECT** soft key.
2. Follow the voice prompts to listen to your voice messages.

## CUSTOMIZING YOUR PHONE

1. Press the **HISTORY** soft key when the phone is idle, press  or  to scroll through the list.
2. Select an entry from the list, you can do the following:
  - Press the **SEND** soft key to place a call.
  - Press the **DELETE** soft key to delete the entry from the list

If you press the **OPTION** soft key, you can also do the following:



- Select **DETAIL** to view detailed information about the entry.
- Select **ADD TO CONTACT** to add the entry to the local directory.
- Select **ADD TO BLACKLIST** to add the entry to the blacklist.
- Select **DELETE ALL** to delete all the entries from the list.

### Contact Directory



#### To add a contact:

1. Press the **DIR** soft key when the phone is idle, and then select **LOCAL DIRECTORY->CONTACTS**
2. Press the **ADD** soft key to add a contact.
3. Enter a unique contact name in the **NAME** field, and enter the phone number in the proper field.
4. Press the **SAVE** soft key to accept the change.

#### To edit a contact:


1. Press the **DIR** soft key when the phone is idle, and then select **LOCAL DIRECTORY->CONTACTS**.
2. Press  or  to select the desired contact, press the **OPTION** soft key and then select **DELETE** from the prompt list.
3. Update the contact information.
4. Press the **SAVE** soft key to accept the change.


#### To delete a contact:

1. Press the **DIR** soft key when the phone is idle, and then select **LOCAL DIRECTORY->CONTACTS**.
2. Press  or  to select the desired contact, press the **OPTION** soft key and then select **DELETE** from the prompt list.
3. Press the **OK** soft key when "Delete Selected Item?" prompts on the LCD screen.



**NOTE:** You can add contacts from the call history easily. For more information, refer to **CALL HISTORY** above.

### 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.

### Ring Tone

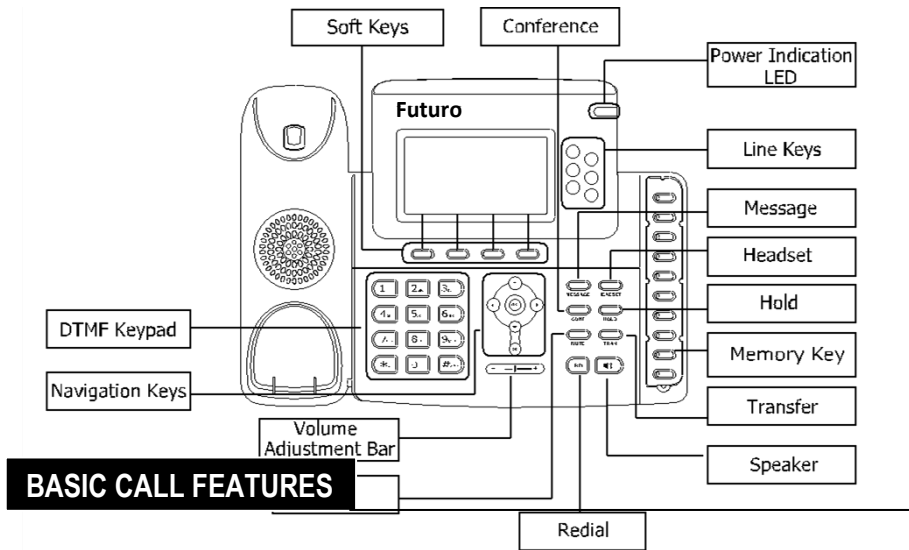
1. Press the **MENU** soft key when the phone is idle, and then select **SETTING->BASIC SETTINGS->RINGTONES**
2. Press  or  to select the desired ring tone.
3. Press the **SAVE** soft key to accept the change.

# Telrad Futuro 38 Button Executive Set



## Quick Reference Guide

[www.telradinternational.com](http://www.telradinternational.com)




## BASIC CALL FEATURES

### Placing a Call


#### Using the handset:

1. Pick up the handset.
2. Enter the number, and then press the **SEND** soft key.

#### Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, and then press the **SEND** soft key.

#### Using the headset:

1. With the headset connected, press  to activate the headset mode.
2. Enter the number, and then press the **SEND** soft key.


**NOTE:** During a call, you can alternate between headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key or the **SPEAKERPHONE** key or picking up the handset. Headset mode requires a headset connected.

### Answering a Call

#### Using the handset:

Pick up the handset.

#### Using the speakerphone:

Press .

#### Using the headset:

Press .


**NOTE:** You can ignore an incoming call by pressing the **REJECT** soft key.

### Ending a Call

#### Using a handset:

Hang up the handset or press the **CANCEL** soft key.





#### Using the speakerphone:


Press  or the **CANCEL** soft key.

#### Using a headset:

Press the **CANCEL** soft key.



### Redial

Press  to enter the **DIALED CALLS** list, press  or  to select the desired call, and then press  or the **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.
- Press  again to un-mute the call.

### Call Hold and Resume

#### To place a call on hold:

Press 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 the **RESUME** soft key.
- If there is more than one call on hold, press  or  to select the desired call and then press the **RESUME** soft key.




### Call Transfer

You can transfer a call in the following ways:




#### Blind Transfer

1. Press  or the **TRAN** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press  or the **TRAN** soft key.

#### Semi-Attended Transfer

1. Press  or the **TRAN** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press  or the **TRAN** soft key when you hear the ring-back tone.

#### Attended Transfer

1. Press  or the **TRAN** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press  or the **TRAN** soft key when the second party answers.

### Call Forward

#### To enable call forward:

1. Press the **MENU** soft key when the phone is idle, and then select **FEATURES->CALL FORWARD**.
2. 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 calls are forwarded when the phone is not answered after a preset time period.

3. Enter the number you want to forward to. For **NO ANSWER FORWARD** enter the ring time to wait before forwarding.

4. Press the **SAVE** soft key to accept the change.

### Call Conference

1. Press the **CONF** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the **SEND** soft key.
3. Press the **CONF** soft key again when the second party answers. All parties are now joined in the conference.
4. Hang up the handset to disconnect all parties.

**NOTE:** You can split the conference call into two individual calls by pressing the **SPLIT** soft key.

### Speed Dial

#### To Configure a speed dial key:

1. Press the **MENU** soft key when the phone is idle, and then select **FEATURES->DSS KEYS**.
2. Select the desired line key, and then press the **ENTER** soft key.
3. Select **SPEED DIAL** from the **TYPE** field, select the desired line from the **ACCOUNT ID** field, and enter the number in the **VALUE** field.
4. Press the **SAVE** soft key to accept the change.

#### To use the speed dial key:

Press the speed dial key to dial out the preset number.