VTech S2212-10 SIP Phone Operation Guide

Managed Services Integration and Planning

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2 Phone Usage and Operation

Using the corded handset and the telephone base
The corded handset and the telephone base speakerphone cannot be used at the same time. However, calls can be switched between the corded handset and the telephone base speakerphone.

2.1 Receive a call

The telephone rings and the LINE key flashes when there is an incoming call.

To answer a call using the corded handset:
Lift the corded handset from the telephone base. The LINE key illuminates when the phone line is in use.

To answer a call using the telephone base speakerphone:
On the telephone base, press LINE or /SPEAKER. The LINE key illuminates when the phone line is in use. The / SPEAKER key illuminates when in speakerphone mode.

2.2 Place a call

On the telephone base, lift the corded handset, or press LINE or /SPEAKER. Listen for a dial tone and then dial the desired number, or press a Speed Dial key to dial a programmed number. The LINE key illuminates when the phone line is in use. The /SPEAKER key illuminates when in speakerphone mode.

2.3 End a call

Place the corded handset in the telephone base, or press LINE or /SPEAKER when in speakerphone mode.

2.4 Switch a call between the corded handset and the telephone base speakerphone

- To switch a call from the corded handset to the telephone base speakerphone, press /SPEAKER on the telephone base, then place the corded handset on the telephone base cradle.
- To switch a call from the telephone base speakerphone to the corded handset currently on the telephone base cradle, lift the corded handset from the telephone base cradle.
- To switch a call from the telephone base speakerphone to the corded handset which is not on the telephone base cradle, press /SPEAKER on the telephone base.

2.5 Volume

Listening volume and ringer volume can be adjusted at the telephone base.

To adjust the listening volume:
During a call, press +/VOLUME or -/VOLUME to adjust the listening volume. The next call returns to the default listening volume.

To adjust the ringer volume:
When the telephone is idle, press +/VOLUME or -/VOLUME to adjust the ringer volume.

2.6 **Call waiting**

When you hear a call waiting tone during a call, press FLASH on the telephone base to put your current call on hold and take the new incoming call.

Press FLASH or the switch hook rapidly at any time to switch back and forth between calls.

2.7 **Redial**

The last dialed number is stored for 15 minutes.
To redial the last dialed number:
Lift the corded handset from the telephone base, or press LINE or /SPEAKER. Listen for a dial tone. Then press REDIAL.

2.8 **Mute**

To mute the microphone:
1. During a call, press MUTE on the telephone base. The MUTE light turns on when the mute function is turned on. You can hear the party on the other end but they cannot hear you.
2. Press MUTE again to resume the conversation. The MUTE light turns off.

2.9 **Hold**

To place a call on hold:
1. During a call, press HOLD on the telephone base to place that call on hold. The LINE key flashes when the call is placed on hold.
2. To release the call from hold, press the LINE key.

2.10 **Transfer a call**

- During a call, press FLASH to put the current call on hold.
- When you hear a dial tone, dial the number you want to transfer the call to.
- When you hear the ringing tone or the call is answered, press LINE or place the corded handset back in the telephone base.
    Then the call is transferred.