

9610

IP TELEPHONE
QUICK
REFERENCE
GUIDE



RGTS

Rockefeller Group Technology Solutions™

QUICK REFERENCE GUIDE

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- 1 Message Indicator (incoming call visual alert)
- 2 Top Line Shows: Extension #, Instructions, and/or Messages
- 3 Information Area
- 4 Softkey Labels
- 5 Softkeys
- 6 Home Button
- 7 (4) Navigation Arrows to scroll
- 8 OK Button to select a line or item
- 9 Contacts
- 10 Volume

ABOUT SCROLLING AND NAVIGATION

Use the Up ▲ and Down ▼ navigation arrows to scroll up or down through lists. Notice each line is highlighted as you scroll to it.

SELECTING NAMES, NUMBERS, OR FEATURES

When you scroll to a line on the display, that line is highlighted in black with white letters. This means you can now take an action with that line using a softkey at the bottom of the screen or the **OK** button.

For example, when you highlight a person or place in your Contacts list, lifting the handset and pressing the **Call** softkey places a call to that person or location.

STARTING THE PHONE – THE MAIN MENU

Use the Main Menu to select functions programmed on the phone, for example, a frequently-used telephone number, a Directory function, site-related information, or a specific Web page.

STARTING THE PHONE

1. Press Home to display the Main Menu.
2. Select the feature you want, and press **Select** or **OK**.

CALLING

MAKING A CALL

Lift the handset and dial the number you want to call.

CALLING A PERSON FROM THE CONTACTS LIST

1. Press **Contacts**.
2. Select the person or number you want to call.
3. Lift the handset and press **Call** or **OK**.

CALLING A PERSON FROM THE DIRECTORY LIST

1. Select the Directory from the Main Menu.
2. Use the dialpad keys to spell the name or place you want to call.
3. When you see the name you want, lift the handset and press **Call** or **OK** to dial the call.

If you require further information or instruction, please contact Rockefeller Group Technology Solutions at 212-282-2222 or csc@rgts.com



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