

VOIP User Documentation (Sipura Adapter)

Dialing Instructions:

Notes:

Placing A Call

- Lift handset

Once you have dial-tone, simply dial the 10-digit number you are calling (**There is no need to dial a 1**).

International calls are made by dialing 011 + the number.

Answering A Call

- Lift handset

Ending A Call

- Hang up

Placing A Call On Hold

- press the HOLD (if your phone supports this feature)

To return to a held call press the HOLD button again.

Mute

- press the MUTE key (if your phone supports this feature)

While a call is muted the other party can not hear you. To return to a conversation press the MUTE key again. The mute key applies to both the handset and speakerphone.

Last Number Redial

- Lift the handset and press the REDIAL (if your phone supports this feature)

Call Forwarding

- Press *72
- Enter the phone number to forward calls to (including area code)

While Call Forward is in effect you can call out from your telephone but can not receive incoming calls. To cancel Call Forwarding, dial *73.

Dialing Instructions:

Notes:

Transferring A Call – (Blind Transfer)

- While on a call press the flash button on your phone (or equivalent)
- press *98
- dial the extension you wish to transfer the call to
- press #

Conference

- While on a call press the flash button on your phone (or equivalent) – this places caller on hold
- dial the telephone number you wish to add to the call
- when the called party answers you can talk privately
- to complete the conference call press the flash key again

Messages (Voice Mail)

- Lift the handset and dial extension *511

Follow voice mail instructions to retrieve message or change user options.

For details, see the TRACI.net VOIP Voice Mail Road Map.

If your phone has speed dial, you can program 511 to one of your keys to make it easier to access voice mail.

Setting Your Phone on Do Not Disturb

- press *78

When Do Not Disturb is activated, you can place calls, but can not receive calls.

To deactivate Do Not Disturb, simply press *79.