



Telephone Set Training

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Dialing

- External: Press 8 + Number + PIN
- Internal: Press 4 Digit Extension
- Emergency: Press 911

4029 Telephone Set

- ◆ Adjustable graphical grey display
- ◆ 10 soft keys (4039) & 6 soft keys (4029)
- ◆ Alphabetic keyboard
- ◆ 4 directions navigator
- ◆ HandsFree
- ◆ Mute key
- ◆ Direct access to mailbox
- ◆ 72 Programmable keys
- ◆ 3.5 mm Headset plug



4029 Overview



Adjust Contrast

◆ There are two options to adjust the contrast of the display screen

1. Press the button at the top of the set to manually move the display
2. Press the + and/or – sign to adjust the contrast settings



Main

◆ Main Tab/Screen

Call Handling Screen

1. Line Keys
2. Soft Keys
3. Speed Dials



Info

◆ INFO Tab/Screen

Displays phone information.



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Menu

◆ Menu Tab/Screen

To change your Ring tones

1. Select Settings
2. Select Set
3. Select Ringing
4. Select Internal or External
5. Press the button next to the ring tone to listen
6. Press OK to save and exit



Placing Calls

◆ To Place a Call

1. Dial the Number on the Keypad



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Dial by Name

◆ Access System Directory

1. Begin by entering the party's last name on the alphanumeric keyboard.
2. Select soft key Name to search by last name
3. To search by Initials enter the first initial of the first & last names then select Initials.



Dial by Name Cont.

◆ Dial by Name

Choose the name

Press the soft key associated with the party you wish to call. You can select the soft key next to the name or extension.



Answering a Call

There are three ways to answer a call.

1. Pickup handset
2. Press the Take call soft key
3. Press the hands free button



Call Waiting

While in conversation, if a second person calls your line the phone beeps indicating a second call.

Additionally, you are alerted on your display the name or phone number of the calling party.

Answer the call by pressing the top line key associated with the call.




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Hold

There are 2 options for placing a call on hold:

1. Press the Manual Hold Soft Key – Hold Time is indefinite
2. Press the F1 Hold Fixed Key – Hold Time is 2 Minutes

To Retrieve Held Call:

Press the Soft Key next to the Music Note .

NOTE: If fixed key is used hit the left navigator key to main page view the call on hold.



Transfer

To cancel and return to caller press cons call off soft key

Transferring is a simple 3 Step Process:

1. Press New Call soft key

2. Enter the extension where you'd like to send the call

Wait for the called party to answer and announce the call or press transfer while set is ringing to immediately transfer the call

3. Press the Transfer Soft Key or the F2 Transfer Fixed key



Conference

To cancel and return to caller press Cnsl/En Off soft key

There are four steps to initiating a conference call. New Call + Number + Down Arrow + Conference

1. Press New Call soft key
2. Dial the extension or phone number
3. When the called party answers press the down arrow one time
4. Press the Conf key



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Conference Options

To connect the two parties and disconnect yourself press the transfer key.

To disconnect the last active caller press the End conference soft key



Forwarding

While set is idle

Forwarding Options Include...

1. Immediate forward
2. Immediate forward to VM

To cancel forwarding press the button again



Programming Speed Dials

1. Select an empty key
2. Select Speed Dial
3. Enter the speed dial Number (enter as if dialing 8 or 8+1 for external numbers)
4. Press Apply
5. Enter the Label for the speed dial key (using alpha keypad)
6. Press Apply



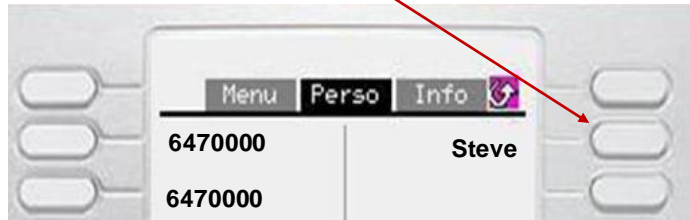
Modifying Speed Dials

While on the Main Screen

Press the info button



Select the speed dial to edit



Select delete or modify



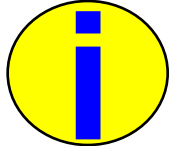
Messaging Screen

This screen displays the number and type of waiting messages as well as the number of call-back requests and number of unanswered calls.



Use navigator to view additional options

VM First Time Set-up



Temporary password is 0000

- Enter passcode (default is 0000)
- Follow prompts to set-up greeting

**Use handset not
speakerphone**



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