

Operating and using your IPECS 1030i Handset

Features of your IPECS 1030i Handset



Features

**Fixed Buttons**

- MSG:** Accesses message boxes
- Mute:** Mute the call so that the caller cannot hear your voice.
- Headset (icon):** While using a headset, this button allows you to toggle between the headset and the handset.
- Dir:** Opens the Personal, Company or Internal Directory.
- Trans:** Transfer the active call or retrieve a call when a transfer is no longer necessary.
- DND:** Blocks incoming calls to your device, pressing the button while receiving a call will terminate it and give the caller a busy tone.
- Hold:** Place a call on hold – the caller will receive on hold music or comfort tones.
- Menu Button:** Access the settings where you can configure things such as font display and ringtone.
- Volume Button:** Adjust the Ring, Headset, Handset and Speaker volume.
- Flexible Buttons:** A line of feature can be assigned to these buttons.

Operating your IPECS 1030i Handset!

**Transferring Calls**

While on an active call that needs to be transferred to another user:

- Press the button of the user you wish to transfer to **(the caller will be put on hold at this point)**
- Wait for them to answer and see if they want to take the call.
- If they do want to take the call, put the receiver down to transfer.
- If they don't want to take the call, press Transfer(trans) to return to the caller.

**Accessing the Company VM**

- Press on the Voicemail flex key, (under the line key)
- Press on the Envelope key (under Menu) and press key number 2.
- You will then be asked for a password, by default the password is: **147963#**
- You'll then be read any new voicemails and given options.

**If the LED next to the Voicemail Flex Key is flashing, there is a new voicemail to listen to.**

**Muting yourself while on a call**

1. Press the **mute** key (Under the Envelope) to mute yourself during a call.
2. Press the same button again to then unmute yourself.

**Placing/Retrieving Calls on Hold**

To put a call on hold:

1. Press the **Hold** key
2. Put the handset down

To retrieve a call that is on hold:

1. Pick up the handset
2. Press the **Hold** key.

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