


# A Quick ODIN User's Guide to Telephones – Basic

## Messages, Contrast, Volume Control, Handling Calls, and Transferring Calls

### PHONE KEYS

- **Contrast** key cycles through eight settings to adjust the display contrast.
- **Directory** key allows you to store and access up to 50 numbers and names.
- **Save** key stores numbers and names in the *Directory* and in memory keys.
- **Up Arrow** and **Down Arrow** keys allow you to move up and down any list such as the *Set Options*, *Directory*, *Callers List*, or *Redial List*.
- **Left Arrow** key allows you to backspace and erase when predialing and when adding or changing numbers and names in the *Directory*, *Callers List*, or in memory keys.
- **Right Arrow** key adds a space when entering names in the *Directory* or in memory keys. It allows you to view status messages on the display.
- **Hold** key puts the call on hold, inserts a pause, and shifts between upper and lower case.
- **Rls** key always hangs up a call. It also allows you to leave any list such as the *Set Options List*, *Callers List*, *Redial List*, or *Directory*.
- **Callers** key allows you to access a list of people who called.
- **Delete** key allows you to erase memory keys, delete a single item or all items in the *Directory* and *Callers List*, and deletes the entire *Redial List*.
- **Link** key allows you to transfer calls and to access network features such as *Call Waiting*.
- **Redial** key allows you access to a list of the last five numbers dialed.
- **Dial** key dials any displayed number and activates handsfree mode if you have not lifted the handset.
- **Handsfree Mute** key activates the handsfree speaker and microphone so you can listen and talk without lifting the handset. It also allows you to mute a handsfree call so that a caller cannot hear you.
- The **Volume** bar  allows you to adjust the receiver, speaker, and ringer volume.
- **Memory** keys store numbers, names, and features.
- The **Set Options** key is hidden under the **ODIN** sliding panel and allows you to access 10 options to customize the telephone.


### SET OPTIONS

The **Set Options** key is accessed by sliding the **ODIN** panel to the right. There are 10 options available to you. Use the **Down Arrow** and **Up Arrow** keys to view the list of options, or use the dial pad to enter the option number. When an option is changed, the message – **confirmed** – will be displayed. To exit *Set Options*, press the **Rls** key.

#### Option 02, Set Time/Date


The time and date will be set automatically after your first incoming call. However, if the power goes off, you may have to reset the time and date.

**Step 1.** To set the time and date, press the **Set Options** key. Press the **Up Arrow** and **Down Arrow** keys to scroll to number 2, or press **02** on the dial pad.

**Step 2.** Press the  key and follow the directions on the display.

#### Option 03, Set Ring Tone

**Step 1.** Before setting the ring tone, make sure the ringer is turned on. Press the **Set Options** key. Use the **Up Arrow** and **Down Arrow** keys to scroll to number 3, or press **03** on the dial pad to go directly to the item.

**Step 2.** Press  on the dial pad. When picking the ring tone, press the **Volume** bar to adjust the volume.


**Step 3.** To listen to the next ring tone, press the **Down Arrow** key.

**Step 4.** Press **Save** key when you are satisfied with the ring tone and ringer volume. *NOTE: You cannot turn the volume off when you are choosing the ring tone.*


#### Option 06, Clear Message Waiting

Sometimes your *Message Waiting* light will continue to flash after you have cleared all your voicemail messages.

**Step 1.** To clear the message waiting light, press the **Set Options** key. Press the **Down Arrow** or **Up Arrow** keys to scroll to number 6, or press **06** on the dial pad.

**Step 2.** Press the  key to clear it.

### RETRIEVING MESSAGES

To access your voicemail from your primary phone, dial **7-8740**. To access your voicemail from a phone other than your primary phone, dial **(321) 867-8740**, enter your **mailbox number** (5 digit phone number) followed by the  key, and enter your **passcode**.

- Press **P** (the 7 key) to play the message. After listening to your message,
  - Press **K** (the 5 key) to keep the message.
  - Press **G** (the 4 key) to give it to someone.
  - Press **P** (the 7 key) to play it again.
  - Press **D** (the 3 key) to discard the message.

- Press **U** (the 8 key) to select user options.
  - Press **G** (the 4 key) to access your greeting.
    - Press **L** (the 5 key) to listen to your current greeting.
    - Press **R** (the 7 key) to record your greeting.
    - Press **X** (the 9 key) to exit the greeting option.
  - Press **N** (the 6 key) to access your name.
    - Press **L** (the 5 key) to listen to your name.
    - Press **R** (the 7 key) to record your name.
    - Press **X** (the 9 key) to exit the name option.
  - Press **P** (the 7 key) to access your passcode. You will be prompted to enter a four to ten digit number, or if you do not want a passcode, enter four zeros.
  - Press **L** (the 5 key) to access a distribution list. You will be prompted to enter a distribution list number.
  - Press **X** (the 9 key) to exit the user options.
- Press **M** (the 6 key) to make a new message. You will be prompted to enter the mailbox to make the message for.

### **ADJUSTING CONTRAST ON THE DISPLAY**

To adjust the contrast on the display, press the **Contrast** key. There are eight contrast levels. Press the **Contrast** key to select the level, or press and hold the **Contrast** key until the desired level is displayed.

### **VOLUME CONTROL**

#### **Turning the Ringer On or Off**

*NOTE: Do not lift the handset while turning the ringer on or off.*

**Step 1.** Press the right side of the **Volume** bar. Continue pressing the right side until you reach the desired ring volume.

**Step 2.** Press the left side of the **Volume** bar. Continue pressing the left side until the ringer is off. Ringer is OFF appears on the display.

#### **Controlling the Ringer Volume**

When the telephone is ringing, press the left or right side of the **Volume** bar to adjust the ringer volume.

#### **Controlling the Receiver Volume**

When you are on the telephone, press the left or right side of the **Volume** bar to adjust the receiver volume. When you have completed your call, the receiver volume returns to default.

### **MAKING AND HANDLING PHONE CALLS**

#### **Making a Regular Call**

Lift the handset or press **Handsfree Mute** key. Enter the number using the dial pad.

#### **Making a Predialed Call**

Enter the number using the dial pad. Lift the handset or press either **Handsfree Mute** key or **Dial** key.

#### **Answering a Call**

Lift the handset or press **Handsfree Mute** key.

#### **Placing a Call on Hold and Taking a Call Off Hold**

**Step 1.** Make or answer a call.

**Step 2.** Press **Hold** key. The display shows that the call is on hold.

**Step 3.** Hang up the handset. *NOTE: If you don't hang up the handset and the call is picked up by someone at another extension, the call is taken off hold but remains connected to your telephone. Any background noise from your area will be heard by the caller and the person at the other extension.*

**Step 4.** To retrieve the call, lift the handset or press either **Hold** key or **Handsfree Mute** key. If you don't retrieve the call within 15 minutes, the call is automatically dropped.

### **TRANSFERRING A CALL**

**Step 1.** To transfer a call to another phone number, press the **Link** key.

**Step 2.** Listen for the dial tone.

**Step 3.** If you want to transfer the call without speaking to the person you are transferring the call to, enter the number you are transferring the call to, and when the phone rings, hang up the handset.

**Step 4.** If you want to speak with the person you are transferring the call to before you transfer the call, enter the number you are transferring the call to, speak with the person, press the **Link** key, and hang up the handset.

### **3-WAY CONFERENCE CALL**

**Step 1.** With one caller on the line (a call you received or one you placed), press the **Link** key.

**Step 2.** Listen for the dial tone.

**Step 3.** Enter the phone number for the third person, press the **Link** key, and stay on the line.

