



UNIVERSAL
COM-ONE
LOUISIANA LLC

Expanding Telecommunications

IP 4100-DECT Cordless Phone User Guide



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TOSHIBA

*“Business phones that
build business”*

Making and Receiving Calls

- **To make a call:** Dial the number, then press **Talk** from the earpiece or press **Speaker** from the speakerphone.
- **To answer a call:** Press **Talk** from the earpiece or press **Speaker** from the speakerphone.
- **To reject a call:** Press **Reject**.
- **To silence the ringer:** Press **Silent**.
- **To mute the microphone during a call:** Press **Mute**. Press **Mute** again to turn the microphone back on.
- **To switch between the speakerphone and earpiece:** Press **Speaker**.
- **To put a call on hold:** Press **Hold**. If the call remains on hold for longer than the hold time, it rings again.
- **To return to a call on hold:** Press **Retrieve**.
- **To hang up:** Press **End**.

Transferring Calls

1. While on a call, press **Transfer**. This automatically puts the call on hold.
2. Enter the extension you want to transfer the call to.
3. Press **Transfer**.
For a supervised transfer, wait until the other extension answers - you can speak to the person you're transferring the call to; the caller remains on hold. To complete the transfer, press **Transfer** again.

Do Not Disturb

While do not disturb is on, the handset turns off the ringer and ignores all incoming calls. Callers will hear a busy signal. (Outgoing calls are not affected.)

1. From the main menu screen, select the Settings icon.
2. On the Settings screen, select **Do not disturb**.
3. Select Enable to turn on **Do not disturb** or **Disable** to turn it off.

Changing the Audio Volume

Each handset has individual volume settings for the earpiece, the speakerphone, and the headset jack: press **Plus** to increase the volume of the item you are currently listening to and **Minus** to decrease it. The handset saves the volume setting.

Using the Call Lists

The handset saves the last 50 calls (whether incoming or outgoing) to the call **list**.

- **To open the call list:** Press **Calls** to see all calls on the lists. Use Right and Left to select the specific call list you want to review:
 - Answered calls
 - Dialed calls (numbers dialed from this handset)
 - Missed calls
- **To scroll through the list:** Press **Down** to scroll through the list from newest to oldest. Press **Up** to scroll from oldest to newest.

- **To see details on a call:** Highlight the call record in the list and press **View**.
- **To dial a number:** Highlight the call record you want to dial and press **Talk** or **Call**.
- **To add a number to the contact list:**
 1. Highlight the call record and press **More**.
 2. Select Append to a contact to add this phone number to an existing contact.
OR select Add to contact list to create a new contact for this call record;
- **To delete records from the call list:** Press **More**. Select Delete item to erase the selected call record; select Delete all items to erase all records on the list.
- **To close the list:** Press **End**.

Using the Contact List and Central Directory

Contact List (Local)

Up to 100 entries unique to each handset. They are stored locally and can be edited by the end user of the handset.

Navigating the Lists

- **To Open or close the list:** From the contact list, open the main menu and select the **Lists** Contacts icon. From the central directory, open the main menu and select the Central Directory icon.
- **Scroll through the entries:** From the contact list, Press **Down** to scroll through the contact list from A to Z or Up to scroll from Z to A.
- **Jump to entries that start with a certain letter:** From the contact list, press the number key corresponding to the letter you want to jump to.
- **Dial a contact:** Find the contact you want, and press **Call** or **Talk**.

Adding Contacts

- Open the main menu screen and select the Contacts icon.
- Press **More** and select Add contact. (If the contact list is empty, this is the only available option.)
- Select Name and enter the name you want to use for this contact.
- Select one of the four phone number slots (Work, Mobile, Home, or Other) and enter the phone number you want to use for this contact. You must enter at least one phone number, but it doesn't matter which of the slots you use.
- To set a special ringtone for this contact, select Ringtone and choose the ringtone you want the handset to use when this contact calls. (To hear a sample of the ringtone, press **Play**.)

Deleting Contacts

- Open the main menu screen and select the Contacts icon.
- Highlight the contact you want to erase and press **More**.
- To erase this contact only, select **Delete** contact; to erase all contacts from this local list, select Delete all contacts.
- When the handset prompts you to confirm, press **OK**.

Edit a Contact's Phone Number Before Dialing

- Open the main menu screen and select the Contacts icon.
- Highlight the contact you want to call and press **More**. Select Edit before dial, then edit the phone number. When you're finished editing the number, press **Call** or **Talk**. This will not change the phone number stored in the contact list.

Assigning Contacts to a Speed Dial Number

Your handset provides a total of 12 speed dial keys that you can assign to any contact: Keys 2-9 on the dial pad and the four function keys at the bottom of the handset.

- Open the main menu screen and select the Contacts icon.
- Highlight the contact you want to assign, and press **More**.
- Select **Speed dial**. The handset shows the list of speed dial numbers and what contacts are assigned.

The speed dial numbers from 2 through 9 correspond to the number keys on the dial pad. The speed dial numbers 10 through 13 correspond to F1 through F4, respectively.
- Select the speed dial number you want to assign this contact to and press **Add**. If the number you select is already assigned, press **Delete** to erase the existing assignment or press **Replace** to overwrite the assignment with the new contact.

Making a Call From a Speed Dial Number

Press the function key (F1 through F4) or press and hold the number key that you assigned the contact to. The handset automatically dials the first phone **number on that contact record**.

Voice Mail Waiting Indicator

When you have new messages, the STATUS LED turns green, red, or yellow, according to the settings you selected in the LED signal menu. After you listen to all new messages, the STATUS LED turns off.

Using the Security Menu

The Security menu lets you configure the keypad to automatically lock if the handset remains idle and change the PIN used to deregister or reset the handset.

Locking the Keypad

While the keys are locked, you will not be able to use any handset functions that require a key press, including making and receiving calls. You can still dial emergency numbers (911) while the keys are locked.

1. From the main menu screen, select the Settings icon.
2. On the Settings screen, select Security, then select Automatic keylock.
3. Select the amount of time (from 15 seconds to 5 minutes) you want the handset to wait before it locks the keypad, or select Off to have the handset never lock the keypad.

If the handset is idle for the amount of time you selected, it locks the keys. To unlock the keypad, press **Select** followed by *. The keypad will remain unlocked until it remains inactive for the amount time selected above.