

Use some functions of a landline phone

Instructions on how to use some basic functions of a desk phone

There are many different types of desk phones with different functions and different ways to use them. In addition to the number keys to call, the phone may have additional keys or other function buttons to support the user. These functions are not known and used by many people although they are very useful. It would be a pity if you own a modern phone but do not get the convenience of it.



Use some functions of a landline phone

How to use a regular basic landline phone

Basic landline phones usually only have numeric keys for calling and a few other necessary function buttons.

first

Numeric keys from 0 to 9

The number keys from 0 to 9 are used to enter phone numbers to make calls. When you want to call someone, pick up *the HandSet* - Handset of the phone and press the number to call then wait for the operator to connect the call for you.

2

*** and # keys**

* The and keys # are used in the local network or specified services of the telephone service exchange. Depending on the use case, there will be different usage.

3

FLASH . button

The button *FLASH* is used to transfer 2 calls on the same line. To use this function, you must register the *Call Waiting* service with the telephone exchange.

Usually while you are using the phone, if someone calls, there will be a busy signal and you will not be able to know if someone is calling. When using the *Call Waiting* service , when you are on the phone with the first person, if the second person calls, you will know and can press the button *FLASH* to switch to the call with the second person. After speaking, press the button *FLASH* again to return to the call with the first person.

The button *FLASH* is also often used to transfer calls in the internal exchange.

If there is no signal of the waiting call but pressing the button, *FLASH* the call on the call will be disconnected.



Function keys of basic desk phones

4

REDIAL button

Button *REDIAL* used to redial the last call. When you want to redial the number you just dialed, just pick up *the HandSet* and press the button. *REDIAL*

5

PHONE/PULSE Nút Button

The button TONE/PULSE is used to switch the phone signal mode in the form of *TONE* - Tone or *PULSE* - Pulse depending on the service the phone is using, usually the *Tone* mode . This button can be located on the top or side of the phone and is set to a fixed mode.

Some phones have a button TONE that is used with the key in this case, if your phone is in *Pulse** mode , when making a call to a phone number that requires a Tone signal, press the key then press the number phone to call. After the call is finished, the phone will return to *Pulse* mode . * /TONE

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RINGER ON/OFF button

The RINGER ON/OFF button is used to Turn On / Off the ringer to ring when a call comes in. If you want to be quiet, turn this button to the OFF position , when someone calls you will not hear the bell, only the indicator light will blink.

See instructions on how to use a multifunction desk phone to automatically answer and record calls

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