

CYTRACOM



Cytracom X30B Cytracom X30WB Quick User Guide

USING THE HEADSET OR SPEAKER

- 1) Press the Speaker button  to turn speaker on/off.
- 2) Press the Headset button  to use the headset once it has been connected.

MAKING A CALL

- 1) Take the handset/headset off-hook or press  or an available LINE key (activates speakerphone).
- 2) The line will have dial tone and the corresponding line's LED will turn red.
- 3) Enter the phone number.
- 4) Press  or press the "OK" soft key .

REDIAL

- 1) Press the Redial button  to show recently dialed numbers.
- 2) Press  /  to select a number and then press  to redial.

ANSWERING CALLS

Single incoming call:

- Take the handset/headset off-hook or press  or press the corresponding LINE key.

Multiple incoming calls:

- 1) When there is a call waiting, user will hear a call waiting tone.
- 2) The next available LINE key will flash red.
- 3) Answer the incoming call by pressing its corresponding LINE key.
- 4) The current call is put on hold.
- 5) Toggle between the calls using the LINE keys.

REJECTING CALLS

- Press the Cancel button .

ENDING A CALL

- Press  or hang up the phone

CALL HOLD/RESUME

- 1) Hold call: Press the Hold button .
- 2) Resume call: Press the corresponding blinking LINE button.

CALL TRANSFER

Blind transfer:

- 1) Press the Transfer button .
- 2) Dial the phone number.
- 3) Press  to complete transfer of active call.

Attended transfer:

- 1) Press an idle LINE key to make a new call (the active call is put on hold).
- 2) Enter the phone number and press .
- 3) Once the call is established, press , then press the LINE key of the call on hold.
- 4) After the call is transferred, the phone displays the idle screen.

3-WAY CONFERENCE

Initiate a Conference Call:

- 1) Enter the phone number of the first party, and press .
- 2) Once the call is established, press an idle LINE key (the active call is put on hold).
- 3) Enter the phone number of the third party, and press .
- 4) Press the "Conference" soft key .

Hold the Conference Call:

- 1) Press  to hold the conference call with all parties on hold.
- 2) Press the  soft key to resume the conference call, or press the corresponding LINE key to speak with an individual party.

End the Conference Call:

- Press  or hang up the phone to end the conference call for all three parties.

VOICEMAIL MESSAGE

- Press the Message button  to retrieve message. Prompts will walk the user through the process of message retrieval.

MUTE/DELETE

- 1) Press the Mute button  to mute/unmute the microphone.
- 2) The Mute icon  indicates the microphone is muted.

VOLUME ADJUSTMENTS

- 1) Press the left or right edge of the Volume button  to adjust the ring volume when the phone is idle.
- 2) Press the left or right edge of  during an active call to adjust the call volume.

FUNCTION KEYS

The phone has 4 pages of 4 function keys (to the right of the screen). The page number  is displayed at the top of the screen. To cycle through the pages, press the Next page  function key. The user might need to do this in order to display the page with the desired LINE key.