

VTech A2211 Analog Petite Phone - Operation Guide

Managed Services Integration and Planning

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Table of Contents

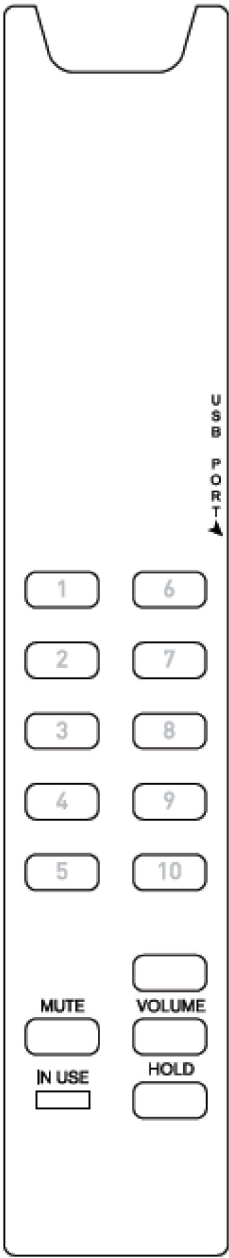
- 1 Phone Button Layout.....4
- 2 Phone Usage and Operation7
 - 2.1 Receive a call7
 - 2.2 Place a call7
 - 2.3 End a call7
 - 2.4 Volume.....7
 - 2.5 Call waiting.....7
 - 2.6 Mute7
 - 2.7 Hold8
 - 2.8 Transfer a call8

Table Of Contents

- [Phone Button Layout](#)(see page 4)
- [Phone Usage and Operation](#)(see page 7)
 - [Receive a call](#)(see page 7)
 - [Place a call](#)(see page 7)
 - [End a call](#)(see page 7)
 - [Volume](#)(see page 7)
 - [Call waiting](#)(see page 7)
 - [Mute](#)(see page 7)
 - [Hold](#)(see page 8)
 - [Transfer a call](#)(see page 8)

1 Phone Button Layout

Faceplate Worksheet





2 Phone Usage and Operation

2.1 Receive a call

The telephone rings, the IN USE light and the MESSAGE WAITING LED flash when there is an incoming call.

To answer a call:

Lift the corded handset from the telephone base. The IN USE light illuminates when the phone line is in use.

2.2 Place a call

Lift the corded handset from the telephone base. Listen for a dial tone and then dial the desired number, or press a Speed Dial key to dial a programmed number. The IN USE light illuminates when the phone line is in use.

2.3 End a call

Place the corded handset in the telephone base.

2.4 Volume

Listening volume and ringer volume can be adjusted at the telephone base.

To adjust the listening volume:

During a call, press +/VOLUME or -/VOLUME to adjust the listening volume. The next call returns to the default listening volume.

To adjust the ringer volume:

At any time, slide the RINGER VOL switch on the right side of the telephone base to adjust the ringer volume.

2.5 Call waiting

When you hear a call waiting tone during a call, press FLASH on the telephone base to put your current call on hold and take the new incoming call.

Press FLASH or the switch hook rapidly at any time to switch back and forth between calls.

2.6 Mute

To mute the microphone:

1. During a call, press MUTE on the telephone base. The MUTE light turns on when the mute function is turned on. You can hear the party on the other end but they cannot hear you.
2. Press MUTE again to resume the conversation. The MUTE light turns off.

2.7 Hold

To place a call on hold:

1. During a call, press HOLD on the telephone base to place that call on hold.
2. To release the call from hold, lift the corded handset.

2.8 Transfer a call

- During a call, press FLASH to put the current call on hold.
- When you hear a dial tone, dial the number you want to transfer the call to.
- When you hear the ringing tone or the call is answered, place the corded handset back in the telephone base. Then the call is transferred.