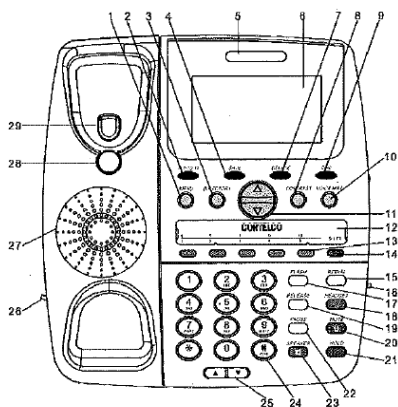


# Cortelco 2730 User Guide

## TELEPHONE IDENTIFICATION



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2	5-7-10-11 Button	17	Flash Button
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13	5 Auto Memory Buttons	28	Handset Hook
14	Shift Button	29	Hooks Switch
15	Redial Button		

## TELEPHONE FEATURES

### SPEAKER BUTTON

#### Receiving Incoming Calls

- When the phone rings, press **SPEAKER** to answer. Best voice quality is achieved from a distance of 5-6 inches
- You can adjust the volume of the caller's voice by pressing the Volume Up or Down buttons at the base of the telephone
- When the conversation is finished, press **SPEAKER** to hang up

#### Making a Call

- Press **SPEAKER** when you hear dial tone, dial the number. The number dialed will appear on the display window.
- When your party answers and you need to adjust the volume of the conversation, press the Volume Up or Down Buttons at the base of the telephone.
- After the conversation is finished, press **SPEAKER** to hang up.

NOTE: If you wish to switch from speakerphone to handset, simply lift the handset.

### DURATION COUNTER

The built-in call duration counter will start counting 6 seconds after you lift the handset to answer a call or 6 seconds after you dial a telephone number.

### MUTE BUTTON

Press **MUTE** to speak without the person on the phone hearing your conversation. The **MUTE** indicator will light up, to resume the conversation, press **MUTE** and the indicator will go out and your call can continue with the person on the phone.

### VOLUME BUTTON

Press Volume UP or Volume DOWN button to achieve different levels. The feature allows you to change the listening volume in the receiver of the handset which speaking to the person on the phone. (Please see "Ringer" section to learn how to adjust ringer volume.)



### REDIAL BUTTON

To redial one of the last 10 numbers dialed, press the **REDIAL** button. The display will show the last number dialed. Press REVIEW UP or REVIEW DOWN to scroll through the last 10 numbers dialed. To dial the number you selected, press **REDIAL** again, lift the handset and press Dial.

### VOICE MAIL

- If you have voice mail, the large indicator light at the top of the display will flash to let you know you have voice mail messages.
- Press **VOICEMAIL** to dial into the voice mail system and then dial your password.
- Message Waiting Switch Location – if your voice mail isn't flashing when you have voice mail messages, check the message waiting switch located on the back of the phone. The switch position should be marked 90V.

## TELEPHONE FEATURES

### RINGER

**Ringer Cadence** – there are 10 different ringer cadences. To change Ringer Cadence, press the **MENU** button until Ringer Cadence appears in the display window, then use the UP and DOWN button to make a selection.



**Ringer Volume** – can be adjusted over 4 different levels, plus OFF. To change the Ringer Volume, press the **MENU** button until Ringer Volume appears in the display window, then use the UP and DOWN arrow button to make a selection.



### HEADSET BUTTON

This telephone will accept either a 2.5 mm cell phone-style headset or RJ type headset. Use **HEADSET** to connect and disconnect from calls.

## CALLER ID FEATURES

**Receiving Calls** – When the telephone is not in use and a new call is received, the display will show the *NEW* symbol, the phone number. The *REPEAT* symbol will appear if the call has come in more than once.

### Deleting Calls

**Individual Calls** – Press REVIEW UP or REVIEW DOWN to the desired phone number, press **DELETE**, the display will show *DELETE? 1: YES 2:N*. Press 1 to delete the phone number, Press 2 to keep the phone number.

**All Calls** – Display the desired phone number by pressing REVIEW UP or REVIEW DOWN. Press and hold **DELETE** for more than 3 seconds, the display will show *DELETE ALL 1: YES 2: NO*, press 1 to confirm the deletion of all calls

### Returning Calls

- When reviewing received calls, there are two ways to dial the phone numbers shown on the display by pressing **DIAL**
- Reviewing calls, on hook, press **DIAL**. (Please see 5-7-10-11 section below.) The **HANDSET** symbol will display and the number you have selected will be dialed automatically using the speakerphone.
- After locating the desired number stored in **DIRECTORY**, press **DIAL**. The displayed number will be dialed automatically, with handset off hook or using the speakerphone.

## CALLER ID FEATURES

### CALLER ID DISPLAY ERRORS

If the caller ID displayed on your phone from an incoming displays MESSAGE ERROR, NO DATA SENT, PRIVATE CALL or UNKNOWN CALL:

- MESSAGE ERROR - If your phone receives a call that has an error in the transmission or reception from the incoming call, you will receive the MESSAGE ERROR for the caller ID displayed on your phone.
- NO DATA SENT – No caller ID number sent from the telephone company
- PRIVATE CALLS – the caller has blocked their name and/or number from being sent, you will see PRIVATE NUMBER (caller blocked their phone number), PRIVATE NAME (caller blocked their name) or PRIVATE CALLER (caller blocked their name and phone number).

### 5-7-10-11

Allows you to change the format of the displayed number (outside Lehigh phone numbers).

7 - 7-digit phone number

10 - 3-digit area code + 7-digit telephone number

11 - Long distance code 1 + 3-digit area code + 7-digit phone number

When the desired format of the phone number is displayed, press **DIAL** to dial the displayed phone number. We recommend that you use the 11 setting to return outside calls and the 5 setting for on-campus calls.

## USING THE DIRECTORY

Names are stored alphabetically starting with the first character and can store 99 contacts.

### STORING ENTRIES

- Press **SAVE** to store a number in the Directory.
- After pressing **SAVE**, the display will show [Save To?]. Press **DIRECTORY** [Enter Number>] will appear in the display.
- Enter the phone number, using the keypad (no more than 24 digits). Press **SAVE** to confirm
- [Enter Name] will appear in the display, type the name using the keypad, press **SAVE** again to confirm all settings. [Number Stored] will briefly appear in the display.

### FINDING STORED PHONE NUMBERS

Press **DIRECTORY**, the first entry in your Directory is displayed. Use the Down and Up Review arrows to scroll through the directory. If you want to leave the Directory, press **DIRECTORY**.

To search for a directory entry, press **DIRECTORY**, type the desired name using the keypad.

To dial the number you want, press **DIAL** to start dialing.

### DELETING ITEMS IN THE DIRECTORY

- Deleting Individual Entries - Enter the directory and select the individual entry, press **DELETE** once and then press 1 to confirm or 2 to cancel.
- Deleting All Entries - Enter the directory, press and hold **DELETE** button, [DELETE ALL] will appear in the display, select 1 for YES or 2 for NO. [NO RECORDS] will appear in the display to confirm there are no more directory entries in memory.