Providing Telecommunications Security

Telecommunications security (of voice, data, and/or video communications) is the prevention of any type of intrusion to (that is, either unauthorized or malicious access to or use of) your company’s telecommunications equipment by some party.

Your company’s “telecommunications equipment” includes both this Avaya product and any other voice/data/video equipment that could be accessed via this Avaya product (that is, “networked equipment”).

An “outside party” is anyone who is not a corporate employee, agent, subcontractor, or is not working on your company's behalf. Whereas, a “malicious party” is anyone (including someone who may be otherwise authorized) who accesses your telecommunications equipment with either malicious or mischievous intent.

Such intrusions may be either to/through synchronous (time-multiplexed and/or circuit-based), or asynchronous (character-, message-, or packet-based) equipment, or interfaces for reasons of:

- Utilization (of capabilities special to the accessed equipment)
- Theft (such as, of intellectual property, financial assets, toll facility access)
- Eavesdropping (privacy invasions to humans)
- Mischief (troubling, but apparently innocuous, tampering)
- Harm (such as harmful tampering, data loss or alteration, regardless of motive or intent)

Be aware that there may be a risk of unauthorized intrusions associated with your system and/or its networked equipment. Also realize that, if such an intrusion should occur, it could result in a variety of losses to your company (including but not limited to, human/data privacy, intellectual property, material assets, financial resources, labor costs, and/or legal costs).

Responsibility for Your Company’s Telecommunications Security

The final responsibility for securing both this system and its networked equipment rests with you - Avaya's customer system administrator, your telecommunications peers, and your managers. Base the fulfillment of your responsibility on acquired knowledge and resources from a variety of sources including but not limited to:

- Installation documents
- System administration documents
- Security documents
- Hardware-/software-based security tools
- Shared information between you and your peers
- Telecommunications security experts

To prevent intrusions to your telecommunications equipment, you and your peers should carefully program and configure:

- Your Avaya-provided telecommunications systems and their interfaces
- Your Avaya-provided software applications, as well as their underlying hardware/software platforms and interfaces
- Any other equipment networked to your Avaya products

Standards Compliance

Avaya Inc. is not responsible for any radio or television interference caused by unauthorized modifications of this equipment or the substitution or attachment of connecting cables and equipment other than those specified by Avaya Inc. The correction of interference caused by such unauthorized modifications, substitution or attachment will be the responsibility of the user. Pursuant to Part 15 of the Federal Communications Commission (FCC) Rules, the user is cautioned that changes or modifications not expressly approved by Avaya Inc. could void the user’s authority to operate this equipment.

Product Safety Standards

This product complies with and conforms to the following international Product Safety standards as applicable:

- Safety of Information Technology Equipment, IEC 60950, 3rd Edition, or IEC 60950-1, 1st Edition, including all relevant national deviations as listed in Compliance with IEC for Electrical Equipment (IECEE) CB-96A.

One or more of the following Mexican national standards, as applicable:
Electromagnetic Compatibility (EMC) Standards
This product complies with and conforms to the following international EMC standards and all relevant national deviations:
  - Electrostatic Discharge (ESD) IEC 61000-4-2
  - Radiated Immunity IEC 61000-4-3
  - Electrical Fast Transient IEC 61000-4-4
  - Lightning Effects IEC 61000-4-5
  - Conducted Immunity IEC 61000-4-6
  - Mains Frequency Magnetic Field IEC 61000-4-8
  - Voltage Dips and Variations IEC 61000-4-11
- Power Line Emissions, IEC 61000-3-3: Electromagnetic compatibility (EMC) – Part 3-3: Limits – Limitation of voltage changes, voltage fluctuations and flicker in public low-voltage supply systems.

Federal Communications Commission Statement

Part 15:

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Part 68: Answer-Supervision Signaling

Allowing this equipment to be operated in a manner that does not provide proper answer-supervision signaling is in violation of Part 68 rules. This equipment returns answer-supervision signals to the public switched network when:
- answered by the called station,
- answered by the attendant, or
- routed to a recorded announcement that can be administered by the customer premises equipment (CPE) user.
This equipment returns answer-supervision signals on all direct inward dialed (DID) calls forwarded back to the public switched telephone network. Permissible exceptions are:
- A call is unanswered.
- A busy tone is received.
- A reorder tone is received.
Avaya attests that this registered equipment is capable of providing users access to interstate providers of operator services through the use of access codes. Modification of this equipment by call aggregators to block access dialing codes is a violation of the Telephone Operator Consumers Act of 1990.

Canadian Department of Communications (DOC) Interference Information

This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Installation and Repairs

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.
Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Declarations of Conformity

United States FCC Part 68 Supplier’s Declaration of Conformity (SDoC)
Avaya Inc. in the United States of America hereby certifies that the equipment described in this document and bearing a TIA TSB-168 label identification number complies with the FCC’s Rules and Regulations 47 CFR Part 68, and the Administrative Council on Terminal Attachments (ACTA) adopted technical criteria.
Avaya further asserts that Avaya handset-equipped terminal equipment described in this document complies with Paragraph 68.316 of the FCC Rules and Regulations defining Hearing Aid Compatibility and is deemed compatible with hearing aids.
Copies of SDoCs signed by the Responsible Party in the U. S. can be obtained by contacting your local sales representative and are available on the following Web site: http://www.avaya.com/support.

All Avaya media servers and media gateways are compliant with FCC Part 68, but many have been registered with the FCC before the SDoC process was available. A list of all Avaya registered products may be found at: http://www.part68.org by conducting a search using “Avaya” as manufacturer.

European Union Declarations of Conformity

Copies of these Declarations of Conformity (DoCs) can be obtained by contacting your local sales representative and are available on the following Web site: http://www.avaya.com/support.

Japan

This is a Class B product based on the standard of the Voluntary Control Council for Interference by Information Technology Equipment (VCCI). If this equipment is used in a domestic environment, radio disturbance may occur, in which case the user may be required to take corrective actions.

この装置は、情報処理装置等電波障害自主規制協議会（V C C I）の基準に基づくクラスB情報技術装置です。この装置を家庭環境で使用すると電波妨害を引き起こすことがあります。この場合には使用者が適切な対策を講ず

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  Attention: Avaya Account Management

E-mail: totalware@gwsmail.com

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Overview

The 2410 Digital Telephone is a multiline digital telephone for use with an Avaya call processing system. The 2410 telephone puts convenient features and capabilities at your fingertips, including:

- **a large display** — that allows you to view
  - call appearance/feature button labels
  - the call log
  - speed dial lists
  - call identifier information

- **a flexible call appearance/feature button display** — that eliminates the need for paper button labels.

- **a customizable interface** — that allows you to
  - create personal speed dial lists
  - specify the call types you want to appear in the call log
  - select the telephone ring pattern
  - customize the call appearance/feature button labels
  - choose the language you want displayed on your 2410 telephone

*Note:* You can choose to view screen text in English, German, French, Spanish, Italian, Dutch, Portuguese, or Japanese.

- **a programmable speed dial list** — that allows you to store up to 48 entries.

- **a programmable call log** — that supports up to 48 entries. Each entry includes calling party name and number, when available, for incoming calls. The call log also allows you to specify the call types that are logged and displayed. The call log can contain entries for outgoing calls and answered or unanswered incoming calls.

- **customizable call appearance/feature button labels** — that allow you to change the labels for the call appearance/feature buttons programmed on your call processing system. Up to 13 characters can be displayed for each label.

- **compatibility with a variety of headsets** — works with one headset directly connected to the 2410 telephone by an amplifier adapter (HIC-1) cord. See Headset Compatibility on page 8 for the list of compatible headpieces and equipment.

- **support for the Group Listen feature** — when this feature is programmed, you can use the handset (or headset) and speaker of the 2410 telephone simultaneously. While you use the handset (or headset) to talk with the other party, another person can use the speaker to listen to the conversation. See “Speakerphone” on page 12 for details.
When you install the 2410 telephone, your call processing system recognizes your telephone instantly. If the system manager administers the 2410 telephone properly, you can move the 2410 to another office at your location, and it will work without interruption. There is no need to wait for reprogramming or technical support.

---

**Headset Compatibility**

The headset interface is compatible with the following “H-top” headpieces and equipment.

**Headpieces**
- Starset top H31
- Mirage top H41
- Mirage top H41N
- Supra Monaural top H51
- Supra Monaural NC top H51N
- Supra Binaural top H61
- Supra Binaural NC top H61N
- Encore Monaural Voice Tube H91
- Encore Monaural NC top H91N
- Encore Binaural Voice Tube H101
- Encore Binaural NC top H101N
- Tristar Voice Tube top H81
- Tristar Noise Canceling top H81N
- Duoset (Supra Starter) Voice Tube H141 Headband only
- Duoset (Supra Starter NC) Noise Canceling top H141N Headband only
- Duoset (Earset Starter) Voice Tub top H141 Earhooks only
- Duoset (Earset Starter NC) Noise Canceling top H141N Earhooks only
- Duoset (Starter Special VT) Voice Tube top H141 Headband and Earhooks
- Duoset (Starter Special NC) Noise Canceling top H141N Headband and Earhooks

**Base Units**
- M12LUCM Modular Base Unit
Adapter Cord
- HIC-1 “H-top” Headset Adapter Cord

Cordless Headpiece/Base Unit
- LKA 10 Cord Free Headset (900 MHz RF)

---

Safety Information

Your 2410 telephone is manufactured according to industry standards for quality and safety assurance. When you use your telephone, follow recommended safety precautions to reduce the risk of fire, electrical shock, and personal injury. See the 2400 Series Telephone Installation and Safety Instructions that were packaged with your telephone.

---

2410 Telephone Components

See Figure 1 to familiarize yourself with your 2410 telephone screen display, buttons, and programmable features.

Figure 1: 2410 Telephone Components
Table 1 describes the 2410 telephone components presented in Figure 1.

The following items correspond to the numbers in Figure 1.

### Table 1: The 2410 Telephone Components

<table>
<thead>
<tr>
<th>Number</th>
<th>Component Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td><strong>Call appearance/feature buttons</strong> — Use to access incoming/outgoing lines and programmed features. An underscore indicates the currently selected call appearance.</td>
</tr>
<tr>
<td>2)</td>
<td><strong>Display</strong> — Shows the status for the call appearances, information for a call, information provided by the Avaya call server, the Home screen, the Speed Dial screen, the Call Log screen, and the Options screen.</td>
</tr>
<tr>
<td>3)</td>
<td><strong>Message lamp</strong> — This lamp is lit when a message has arrived in your voice mailbox. When you enable the Flash Message Lamp option, this lamp flashes to alert you to incoming calls. You can retrieve messages using .</td>
</tr>
<tr>
<td>4)</td>
<td><strong>Softkeys</strong> — Allow you to perform specific functions. The functions available and the corresponding softkey labels change according to the screen displayed. <strong>To initially view softkey labels, press any softkey.</strong></td>
</tr>
<tr>
<td>5)</td>
<td><strong>Message button</strong> — Use to retrieve messages.</td>
</tr>
<tr>
<td>6)</td>
<td><strong>Arrow keys</strong> — Use to move between screen pages, to cycle through Call Log entries and Speed Dial entries, and to move the cursor during data entry.</td>
</tr>
<tr>
<td>7)</td>
<td><strong>Call handling buttons</strong> — For call handling activities. See <strong>Call-Handling Features</strong> on page 16 for more information.</td>
</tr>
<tr>
<td>8)</td>
<td><strong>Dialpad</strong> — Standard 12-button pad that allows you to dial telephone numbers.</td>
</tr>
<tr>
<td>9)</td>
<td><strong>Volume control buttons</strong> — Use to adjust speaker, handset, headset, or ringer/button click volume depending on which component is in use.</td>
</tr>
<tr>
<td>10)</td>
<td><strong>Mute button</strong> — Turns off the microphone in the handset, headset, or speaker. When the Mute feature is active, the associated light turns on, and the person at the other end of the call cannot hear you.</td>
</tr>
<tr>
<td>11)</td>
<td><strong>Headset button</strong> — Use to activate a headset that is connected to the 2410 headset jack. The light associated with this button turns on when the headset is active.</td>
</tr>
<tr>
<td>12)</td>
<td><strong>Speaker button</strong> — Use to access the built-in, two-way speakerphone. The light associated with this button turns on when the speakerphone is active.</td>
</tr>
<tr>
<td>13)</td>
<td><strong>Exit button</strong> — Returns you to the first page of the Home screen.</td>
</tr>
</tbody>
</table>
## 2410 Telephone User Checklist

The remainder of this guide contains procedures for using specific screens, features, and keys on the 2410 telephone. The following table directs you to sections explaining specific activities you can perform.

<table>
<thead>
<tr>
<th>To</th>
<th>See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand call appearance/feature button displays</td>
<td>The Home Screen on page 12</td>
</tr>
<tr>
<td>Answer and make calls, hold calls, transfer calls, redial numbers, and set up conference calls.</td>
<td>Call-Handling Features on page 16</td>
</tr>
<tr>
<td>Understand your personal directory vs. the call processing system Directory feature</td>
<td>The Speed Dial Screen on page 21</td>
</tr>
<tr>
<td>Create and maintain a Speed Dial List</td>
<td>Managing Your Speed Dial List on page 23</td>
</tr>
<tr>
<td>Make Speed Dial calls</td>
<td>Call-Handling Features on page 16</td>
</tr>
<tr>
<td>Customize the labels of the call appearance/feature buttons</td>
<td>Managing Your Call Appearance/Feature Button Labels on page 38</td>
</tr>
<tr>
<td>Understand the Call Log Summary and Call Detail screens</td>
<td>The Call Log Screens on page 29</td>
</tr>
<tr>
<td>Change the default Call Log settings</td>
<td>Call Log Setup on page 46</td>
</tr>
<tr>
<td>View or update information saved in the Call Log</td>
<td>Using the Call Log on page 34</td>
</tr>
<tr>
<td>Make calls from the Call Log</td>
<td>Using the Call Log on page 34</td>
</tr>
<tr>
<td>Retrieve voice mail messages</td>
<td>Getting Messages on page 21</td>
</tr>
<tr>
<td>Check lamp and display component status</td>
<td>Self Test on page 48</td>
</tr>
<tr>
<td>Change default language, ring pattern, display contrast, and various option settings</td>
<td>Selecting Personalized Options on page 43</td>
</tr>
<tr>
<td>Erase personalized options and restore default settings</td>
<td>Erase on page 47</td>
</tr>
</tbody>
</table>
The Home Screen

The Home screen consists of two pages and displays:

- the available call appearance/feature buttons
- caller ID information
- the current date and time
- softkeys
- information provided by the Avaya call processing system

Usually, you use the Home screen to perform standard call handling. Six call appearance/feature buttons appear on each page of the Home screen. See Figure 2.

Your call processing system provides the date and time information. This information appears below the call appearance/feature button area when the telephone is idle.

**Note:**
When the 2410 telephone receives power, several minutes might elapse before the time and date appear on the screen. This situation occurs after a power outage or when you connect the 2410 telephone to the jack. If an incorrect date and time appear, contact your system manager.

If you program your 2410 telephone to log unanswered, incoming calls, the missed calls counter appears below the date and time. This counter displays the number of missed calls. Whenever you access the Call Log Summary screen to view the unanswered, incoming call information in the call log, the counter is reset to 0. See The Call Log Screens on page 29 for more information.

**Figure 2: Sample Home Screen - Page 1**

To view the softkey labels, press any one of the unlabeled softkeys. (See Figure 3.) You must press one of the labeled softkeys to access the softkey features (that is, Speed Dial, Call Log, Options, and Labels.)
### Navigating in the Home Screen Pages

<table>
<thead>
<tr>
<th>To</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move to the other Home screen page</td>
<td>◀ or ▶</td>
</tr>
<tr>
<td>Return to page 1 of the Home screen</td>
<td>◀ ▶ at any time</td>
</tr>
<tr>
<td>Access the Speed Dial screen</td>
<td>The SpDial softkey</td>
</tr>
<tr>
<td>Access the Call Log Summary screen</td>
<td>The Log softkey</td>
</tr>
<tr>
<td>Access the Options screen</td>
<td>The Option softkey</td>
</tr>
<tr>
<td>Access the Label Action screen</td>
<td>The Label softkey</td>
</tr>
</tbody>
</table>
Call Appearance and Call Identification Displays

The 2410 telephone has six call appearance/feature buttons per screen page. Starting with the first button in the upper left corner of the 2410 telephone and going down, the display identifies the buttons in the left column. These buttons are considered call appearance/feature buttons 1 through 3. On the display, these buttons have the default labels a, b, c, etc., where a represents call appearance/feature button 1. The buttons in the right column run from 4 through 6.

When you receive or make calls, the available call identification information is displayed where the date and time appear when the telephone is idle. For example, when you dial an extension, that number is shown and then replaced by the called party’s name and extension. The call processing system provides the call identification information that is associated with an extension. When you receive a call from another extension, the caller’s name appears. When you receive a call from outside the system, the calling number (if available), “OUTSIDE CALL,” or a trunk identifier appears.

One call appearance is usually underlined. When a call arrives at the 2410 telephone, the bell icon blinks on the corresponding call appearance. After you answer the call, the active call icon is displayed. See Status Icons on page 15 for more information.

Note:

If the call appearance is not displayed on the current Home screen page, use ◀ or ▶ to locate and answer the appropriate call appearance.

The display remains in call handling mode until you activate one of the other softkey features. When you press one of the softkeys, the softkey labels are displayed. After you use any of these features, press ◀ to return to page 1 of the Home screen.
Status Icons

The icons displayed on the call appearance/feature buttons of your 2410 telephone are explained in the following table. These icons replace the functionality of the green LEDs and equivalent flash rates.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Ringing icon]</td>
<td>An incoming call is waiting to be answered. See <a href="#">Tones and Their Meaning</a> on page 57 for information about the corresponding audio alert.</td>
</tr>
<tr>
<td>![Active icon]</td>
<td>The call you are currently handling. If you have a bridged call appearance on your telephone, this icon appears when that appearance is active.</td>
</tr>
<tr>
<td>![On hold icon]</td>
<td>A call currently on hold.</td>
</tr>
<tr>
<td>![On soft hold icon]</td>
<td>A call put on hold during a transfer or conference.</td>
</tr>
<tr>
<td>![Feature active left icon]</td>
<td>Feature on left side of the display currently is active.</td>
</tr>
<tr>
<td>![Feature active right icon]</td>
<td>Feature on right side of the display currently is active.</td>
</tr>
<tr>
<td>![Feature pending icon]</td>
<td>Your request is being processed but is not immediately available.</td>
</tr>
</tbody>
</table>
In addition, the following icons are displayed in certain feature-specific applications.

<table>
<thead>
<tr>
<th>Status Icons for Feature-Specific Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Icon</strong></td>
</tr>
<tr>
<td>♦</td>
</tr>
<tr>
<td>▲</td>
</tr>
<tr>
<td>▼</td>
</tr>
<tr>
<td>▼</td>
</tr>
</tbody>
</table>

---

### Call-Handling Features

The procedures in this section assume that you are performing call handling with the Home screen displayed on the 2410 telephone. In addition to common procedures provided in this section, see the Overview for the Avaya Communication Manager Software (555-233-767) for alternate procedures.

#### Answer a call

When a call arrives at your 2410 telephone, you hear a ringing tone, and a blinking bell icon appears on the associated call appearance. In addition, call identification information appears. See Call Appearance and Call Identification Displays on page 14 for more information.

#### To answer an incoming call

Perform one of the following steps:

- If you are not active on another call, answer the call with your handset, headset, or speakerphone. See Speakerphone on page 18 for more information about your speakerphone.
- If you are active on a call already, place the active call on hold, and then answer the incoming call. See Hold on page 18 to place a call on hold.
- If the call appearance for the ringing call is not displayed on the current Home screen page, use < and > to switch between the pages. Use < to return to page 1 of the Home screen. When you locate the call appearance for the ringing call, press the corresponding call appearance button.
Make a call

You can make calls manually or automatically from the 2410 telephone.

To make a call manually

1. Go off hook with the handset, headset, or speaker.
2. When you hear dial tone, press the dialpad buttons to enter the extension or telephone number.

If you are calling an external number, you must include the required code (for example, “9”) to access an outside line.

To have the 2410 telephone make a call automatically

Perform one of the following steps:

- Press to have the 2410 telephone dial the last number that you dialed.
- Access the Call Log and start a call to a specific entry. See Using the Call Log on page 34 for more information.
- Access the Speed Dial List in your personal directory and start a call to a specific entry. See Speed Dial on page 17.

Speed Dial

The Speed Dial feature allows you to have the 2410 telephone automatically dial calls to telephone numbers stored in your personal directory. See the procedures in Managing Your Speed Dial List on page 23 to create and maintain your personal 2410 telephone directory.

To use the Speed Dial feature to make a call to a personal directory entry

1. If the softkey labels are not displayed, press any softkey button to display the softkey labels.
2. From the Home screen, press the SpDial softkey.
   The Speed Dial screen appears.
3. Press the button next to the entry you want to call. If the entry you want is not displayed on the current page, use and to cycle through the entries.
   The 2410 telephone dials the number for you.
Hold

The Hold feature puts a call on hold until you can return to it.

To put a call on hold
Press 

To return to the held call
Press the call appearance button of the held call.

Note:
Your system manager might have administered the Unhold feature. In this case, you can return to the held call by pressing .

Redial

The Redial or Last Number Dialed feature automatically redials the last extension or outside number you dialed.

To redial the last number that you dialed
Press 

Speakerphone

The two-way built-in speakerphone allows you to make and answer calls without lifting your handset. Two-way speakerphones may not operate satisfactorily in very noisy locations.

To make or answer a call without lifting the handset, or to use the speakerphone with any feature
1. Press 
2. Make or answer the call, or access the selected feature.
3. Adjust speakerphone volume if necessary.
   - To raise the volume, press the volume control button . To lower the volume, press the volume control button .
   - The display shows the volume level. There are eight volume levels.

If you want to make the speakerphone volume louder, you can disable the speakerphone AGC. To disable the speakerphone AGC, set “Speaker AGC Enabled” to “No” in the second page of the Options screen. When enabled, speakerphone AGC automatically adjusts volume levels by increasing low signals and decreasing high signals. If you disable the speakerphone AGC, low volume levels are not increased automatically. See Working in the Options Screen on page 42.
To change from the speakerphone to the handset
Pick up the handset and talk.

To change from the handset to the speakerphone
1. Press \( \text{Speakerphone} \).
2. Hang up the handset.

To change from the headset to the speakerphone
Press \( \text{Speakerphone} \).

To end a speakerphone call
Press \( \text{Speakerphone} \) again.

To use the Group Listen feature (if administered) in which the handset or headset and the speaker are active at the same time
While you are active on the handset or headset, press \( \text{Speakerphone} \).

Transfer
The Transfer feature allows you to transfer a call from your telephone to another extension or outside number.

To transfer the current call to another extension
1. While on a call, press \( \text{Transfer} \).
2. When you hear dial tone, dial the number to which the call is to be transferred.
3. Perform one of the following steps:
   - To transfer the call without announcing it, press \( \text{Transfer} \) again, and hang up. The transfer is complete.
   - To announce the call before transferring it, wait for the called party to answer. See Step 4.
4. When the called party answers, announce the call. If the line is busy or if there is no answer, press \( \text{Hold} \). Then, you can return to the held call by pressing its call appearance button.
5. Press \( \text{Transfer} \) again and hang up to complete the transfer.
   The “Transfer Completed” message appears.
Note:
Your system manager might have administered the Transfer-on-Hang-up feature. In this case, you can transfer a call by pressing $\text{[Transfer]}$, dialing the number to which the call is to be transferred, and then hanging up. To cancel an attempted transfer, press the original call appearance. If your system has auto-hold activated, use $\text{[Auto-Hold]}$ to cancel a transfer so the potential transfer recipient is not left on hold.

Conference

The Conference feature allows you to conference up to six parties (including yourself) on a call.

To add another party to a call
1. Press $\text{[Transfer]}$.
2. When you hear dial tone, dial the number of the person you want to add to the call.
3. Wait for an answer.
4. To add the person to the call, press $\text{[Transfer]}$ again. If the called party does not answer or does not want to join the conference, press $\text{[Hold]}$. Then, you can return to the held call by pressing its call appearance button.
5. Repeat Steps 1 through 4 for additional conference connections.

To add a held call to an active call
1. Press $\text{[Transfer]}$.
2. When you hear dial tone, press the call appearance button that corresponds to the held call.
3. Press $\text{[Transfer]}$ again.

To remove the last person added to the conference call
1. Ensure that the conferenced call appearance is selected.
2. Press $\text{[Hold]}$. 
Getting Messages

Message

Your Message lamp turns on when a caller has left a message for you. Press $\text{\text{\text{"}}}$ to retrieve your messages, and follow the prompts.

Note:
Your system manager must program certain features to activate the Message button. See your system manager if the Message button is not working properly. See Chapter 21, "Features and Technical Reference," of the Administrator's Guide for Avaya Communications Manager Software, Document No. 555-233-506 for Message button programming information.

The Speed Dial Screen

Using the Speed Dial screen, you can store up to 48 speed dial entries in the personal directory of your 2410 telephone. You can access this screen by pressing the SpDial softkey at the Home screen. You might have to press any one of the softkeys to display the softkey labels.

Note:
The personal directory containing your speed dial entries of numbers you call frequently is stored in your 2410 telephone. The personal directory is separate from the Directory feature, which resides on the call processing system. The Directory feature allows any call processing system user to search for the extension of another user in the call processing system directory. Your system manager administers the Directory feature. For more information about the Directory feature, see Using Display Features on page 55.

When you have created a speed dial list, the Speed Dial screen displays the saved entries in alphabetical order. A single page displays six entries. You can make a call directly from this screen by pressing the button associated with a displayed entry. See Stay in Speed Dial Screen on page 48 if you want to set the 2410 to continue to display the Speed Dial screen when you make a call from a speed dial.

Figure 4 shows a sample Speed Dial screen.
Figure 4: Sample Speed Dial Screen

From the Speed Dial screen, you can also:

- add entries
- delete entries
- make changes to saved entries in your personal speed dial list

See Managing Your Speed Dial List on page 23 for more information.

Working in the Speed Dial Screen

<table>
<thead>
<tr>
<th>Working in the Speed Dial Screen</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Place a call to a displayed entry and return to the current Home screen</td>
<td>The button associated with the entry</td>
</tr>
<tr>
<td>View the next page of speed dial entries</td>
<td>►</td>
</tr>
<tr>
<td>View the previous page of speed dial entries</td>
<td>◄</td>
</tr>
<tr>
<td>Use the index feature to locate a specific entry quickly The telephone must be on-hook when you use the index feature.</td>
<td>Press 1 on the dialpad to move directly to the beginning of the speed dial list. Press keys 2 through 9 to locate entries that start with the letters that correspond to these keys. For example, press 3 to locate the first entry that starts with the letter “D.”</td>
</tr>
<tr>
<td>Add an entry to the speed dial list</td>
<td>The Add softkey</td>
</tr>
<tr>
<td>Change information stored in the speed dial list</td>
<td>The Edit softkey</td>
</tr>
</tbody>
</table>
Managing Your Speed Dial List

Using the Speed Dial screen, you can store up to 48 speed dial entries in your personal 2410 telephone directory. You can access this screen by pressing the SpDial softkey at the Home screen.

When you have created a speed dial list, the Speed Dial screen displays the saved entries in alphabetical order. A single page displays six entries.

You can add entries, delete entries, and make changes to saved entries in your personal speed dial list. You can also save Call Log entries to your Speed Dial List.
Quick Access to Speed Dial Entries

When you access your speed dial list to select, edit, or delete entries, you can use the index feature to locate a specific entry quickly. For example, press 1 on the dialpad to move directly to the beginning of the list.

You can use keys 2 through 9 on the dialpad to locate entries that start with the letters that correspond to these keys. For example, press 3 to locate the first entry that starts with the letter “D.” If no entries start with the letter “D,” then the first entry that starts with the letter “E” is selected.

Editing Speed Dial Entries

After you select a speed dial entry for editing, you can use the Backspace feature button and Clear feature button. The Backspace feature button deletes the character to the left of the cursor. The Clear feature button deletes all the characters in the selected field. Use ◀ to move the cursor to the left without erasing characters. For example, you can press ◀ to insert an area code in front of an existing telephone number in a saved entry. Use ► to move the cursor to the right without erasing characters.

Entering Characters

Whenever you press a key on the dialpad, the alphabetic character associated with the key appears on the screen display. In some cases, you might need to press the same key repeatedly to select other alphabetic characters. For example, to enter “Jack:”

- Press 5 for “J.” This first letter is automatically entered as an uppercase letter. All the following characters in the word appear in lowercase.
- Press 2 for “a.” Then, press ► to advance the cursor.
- Press 2 three consecutive times for “c.”
- Press 5 twice for “k.”

Note that you must use ► if the next character you want to enter uses the same key as the character you just entered. For example, you use the 2 key to enter the characters “a” and “c.”
Dialing Conventions

It is important that you observe the following conventions as you enter speed dial numbers:

- You can enter telephone numbers up to 24 characters long, including special characters and spaces.
- You must include the code required to access an outside line (for example, “9”) for external telephone numbers.
- You can use the **Pause** softkey to insert a 1.5-second pause. It is often useful to include a pause or series of pauses in beeper/pager numbers to allow a paging system enough time to answer.
- You can use the **Hyphen** softkey to insert hyphens between segments of a telephone number (for example, “9-732-555-1212”). The hyphen might make the number easier for you to read but does not affect dialing.

Adding Speed Dial Entries

You can store up to 48 personal speed dial entries in the 2410 telephone. When the maximum number of entries is stored, you must delete existing entries before the 2410 telephone allows you to enter new entries.

**To add speed dial entries to your personal directory**

1. From the Home screen, press the **SpDial** softkey.
   
   The Speed Dial screen appears. If no Speed Dial List already exists, the Empty Speed Dial List screen appears.

2. Press the **Add** softkey.
   
   The Edit Name screen appears with the Name field underscored.

   **Note:**
   
   If the directory is full, a message appears indicating that your Speed Dial list is full. You must delete an existing entry before a new entry can be added. See **Deleting Speed Dial Entries** on page 27.

3. Using the dialpad, enter the name for your speed dial entry. You can enter up to 13 characters. By default, the first letter you enter appears in uppercase, and the following characters in the word appear in lowercase.
Note:
You can use the **Case** softkey to switch between uppercase and lowercase. You can use the **Space** softkey to insert a space between words. After you enter a space, by default the next character is an uppercase letter. The following characters in that word appear in lowercase. If you enter special characters, you can use the * (star key) to cycle through the period and star characters. You can use the # (pound key) to cycle through the hyphen and pound characters. Use ← to move the cursor to the left without erasing characters. Use → to move the cursor to the right without erasing characters.

4. When you finish entering a name, press the feature button to the left of the Number field to advance to that field.

5. Using the dialpad, enter the telephone number for this speed dial entry. You can enter numbers up to 24 characters long, including special characters.

6. When you finish entering the telephone number, perform one of the following steps:
   - To save your entries and return to the Speed Dial screen, press the **Save** softkey.
   - To continue **without saving your entries**, press the **Cancel** softkey.
   - To return to page 1 of the Home screen **without saving your entries**, press ←.

7. Repeat Steps 2 through 6 to add more entries.

**Editing Speed Dial Entries**

You can edit information for any of the speed dial entries saved in your personal 2410 telephone directory.

**To edit stored speed dial entries**

1. From the Home screen, press the **SpDial** softkey.
   
   The Speed Dial screen appears.

2. Press the **Edit** softkey.
   
   The Edit Name screen appears.

   **Note:**
   You can use ← and → or the index feature to locate the entry you want to edit.

3. Press the feature button that corresponds to the entry you want to edit.
   
   The Edit screen appears with the Name field underscored.
4. Using the dialpad, edit the name for your speed dial entry. You can enter up to 13 characters. By default, the first letter you enter appears in uppercase, and the following characters appear in lowercase.

**Note:**
You can use the **Case** softkey to switch between uppercase and lowercase. You can use the **Space** softkey to insert a space between words. To enter special characters, you can use the * (star key) to cycle through the period and star characters. You can use the # (pound key) to cycle through the hyphen and pound characters. You can use the **Backspace** feature button to delete the character to the left of the cursor. You can use the **Clear** feature button to delete all the characters in the field. Use ← to move the cursor to the left without erasing characters. Use → to move the cursor to the right without erasing characters.

5. When you finish editing the name, press the feature button to the left of the Number field to advance to that field. Otherwise, see Step 7.

6. Using the dialpad, edit the telephone number for this speed dial entry. You can enter numbers up to 24 characters long, including special characters.

**Note:**
You can use the feature button to the right of the Number field to go to the end of existing text in that field. The feature button to the left of the Number field takes you to the start of any existing text in that field. The feature button at the top of the left column returns you to the Edit Name screen.

7. When you finish making changes, perform one of the following steps:

- To save your entries and return to the Edit screen, press the **Save** softkey.
- To return to the Edit screen **without saving your entries**, press the **Cancel** softkey.
- To return to page 1 of the Home screen **without saving your entries**, press .

8. Repeat Steps 3 through 7 to edit more entries.

### Deleting Speed Dial Entries

You can delete any of the speed dial entries saved in your personal 2410 telephone directory.

**To delete stored speed dial entries**

1. From the Home screen, press the **SpDial** softkey.
   The Speed Dial screen appears.
2. Press the **Delete** softkey.
   The Delete screen appears.
3. Press the feature button that corresponds to the entry you want to delete.

Note:

If the entry you want to delete is not displayed on the current screen page, use ▼ and ▶ to cycle through the speed dial list. You can also use the index feature to move to the page that contains the entry.

The DELETE this entry? prompt appears.

4. Perform one of the following steps:

- To delete the selected entry, press the Yes softkey.
- To return to the Delete screen without deleting the entry, press the Cancel softkey.
- To return to page 1 of the Home screen without deleting the entry, press ◄.

5. Repeat Steps 3 through 4 to delete more entries.
The Call Log Screens

The 2410 telephone can store up to 48 entries in the Call Log. By default, the 2410 telephone logs all types of calls and displays the number of missed calls below the date and time. See The Home Screen on page 12 for more information.

Note:
When power to the telephone is interrupted, the 2410 telephone erases all entries in the Call Log.

You can use the Log Setup option on the Options screen to disable the Call Log or specify certain call types you want logged. See The Options Screen on page 41 for more information.

Two screens allow you to view Call Log information:

- The Call Log Summary screen
- The Call Detail screen

The Call Log Summary Screen

The Call Log Summary screen, which is accessed by pressing the Log softkey on the Home screen, displays the following call identification information:

- For incoming calls—calling party name and telephone number, if this information is available from the call processing system. The caller’s name might be abbreviated if it is longer than 16 characters.
- For outgoing calls—the telephone number that you entered on the 2410 telephone dialpad. If you used the speed dial list to make a call, the speed dial entry name and number appear in the log.

Note:
Outgoing calls made using the or other abbreviated dialing buttons cannot be logged.

Each page of the Call Log Summary screen can display three entries. You can use and to page through all logged calls. See Figure 5.
The Call Log Summary screen contains two sets of softkeys. The first set of softkeys allows you to view missed calls, answered calls, or outgoing calls. See Figure 5. The second set of softkeys allows you to view all calls and to delete the displayed call log entries (for example, Outgoing call log entries). See Figure 6. Press the More softkey and the Back softkey to move back and forth between the first set of softkeys and the second set of softkeys.

When you select a call type, an arrow (↑) appears next to the softkey of the selected call type. The entries for the selected call type are displayed until you press the softkey of a different call type. By default, missed calls are displayed.

The most recent call appears in the top-most position of the first page. When the log is full (that is, 48 calls), the log automatically deletes the oldest call information to allow for continuous logging without interruption. In addition, you can delete specific entries from the Call Log Detail screen.

Note:
Whenever you access the Call Log Summary screen to view the missed call information in the call log, the counter resets to 0.

To view more information for a specific entry, press the button associated with the entry to access the Call Log Detail screen.
## Working in the Call Log Summary Screen

<table>
<thead>
<tr>
<th>To</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>View information about a specific log entry</td>
<td>The button associated with the entry</td>
</tr>
<tr>
<td>View the next page of call log entries</td>
<td>▶</td>
</tr>
<tr>
<td>View the previous page of call log entries</td>
<td>◀</td>
</tr>
<tr>
<td>View unanswered (missed) calls</td>
<td>The Missed softkey</td>
</tr>
<tr>
<td>View incoming calls you answered</td>
<td>The InAns softkey</td>
</tr>
<tr>
<td>View calls call you made</td>
<td>The Outgo softkey</td>
</tr>
<tr>
<td>View all entries in the call log. The 2410 telephone displays</td>
<td>The More softkey, and then press the All softkey</td>
</tr>
<tr>
<td>Answered entries, Unanswered entries, and Outgoing entries.</td>
<td></td>
</tr>
<tr>
<td>Delete all entries in the displayed call log</td>
<td>The More softkey, and then press the Delete softkey</td>
</tr>
<tr>
<td>Use the index feature to locate a specific entry quickly</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td></td>
</tr>
<tr>
<td>The telephone must be on-hook when you use the index feature.</td>
<td></td>
</tr>
<tr>
<td>Press 0 on the dialpad to move directly to the first call log entry.</td>
<td></td>
</tr>
<tr>
<td>Press 1 to view the page containing the tenth call log entry.</td>
<td></td>
</tr>
<tr>
<td>Press 2 to view the page containing the twentieth call log entry.</td>
<td></td>
</tr>
<tr>
<td>Press 3 to view the page containing the thirtieth call log entry.</td>
<td></td>
</tr>
<tr>
<td>Press 4 to view the page containing the fortieth call log entry.</td>
<td></td>
</tr>
<tr>
<td>Press 5 to view the last call log entry.</td>
<td></td>
</tr>
<tr>
<td>Return to the Home screen in which you worked previously</td>
<td>The Done softkey</td>
</tr>
<tr>
<td>Return to page 1 of the Home screen</td>
<td>◀ at any time</td>
</tr>
</tbody>
</table>
Call Log Detail Screen

The Call Log Detail screen, which is accessed from the Call Log Summary screen, allows you to:

- View additional information, such as call type and the date and time that the call was processed.
- Make a call to the entry displayed directly from this screen. See Using the Call Log on page 34 for more information.

Figure 7 shows a sample Call Log Detail screen.

**Figure 7: Sample Call Log Detail Screen**

The number displayed in the upper left corner of the screen indicates the position of this call in the log summary. The call type appears in the upper right corner. The possible call types are *Answered*, *Un answered*, or *Outgoing*. For answered calls and outgoing calls, the duration of the call appears in the lower right corner of the screen.
## Working in the Call Log Detail Screen

<table>
<thead>
<tr>
<th>Working in the Call Log Detail Screen</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make a call to the entry displayed</td>
<td>The Call softkey</td>
</tr>
<tr>
<td>View the next call log entry</td>
<td>❯</td>
</tr>
<tr>
<td>View the previous call log entry</td>
<td>◀</td>
</tr>
<tr>
<td>Use the index feature to locate a specific entry quickly</td>
<td>Press 0 on the dialpad to move directly to the first call log entry. Press 1 to view the tenth call log entry. Press 2 to view the twentieth call log entry. Press 3 to view the thirtieth call log entry. Press 4 to view the fortieth call log entry. Press 5 to view the last call log entry.</td>
</tr>
<tr>
<td>Remove the selected entry</td>
<td>The Delete softkey</td>
</tr>
<tr>
<td>Save the selected entry as a speed dial entry</td>
<td>The Save softkey</td>
</tr>
<tr>
<td>Return to the Call Log Summary screen in which you worked previously</td>
<td>The Done softkey</td>
</tr>
<tr>
<td>Return to page 1 of the Home screen</td>
<td>at any time</td>
</tr>
</tbody>
</table>

Note: The telephone must be on-hook when you use the index feature.
Using the Call Log

The Call Log feature is factory set to record answered, unanswered (missed), and outgoing calls. For information on disabling the Call Log or changing the call types you want logged, see Call Log Setup on page 46.

Viewing the Call Log

To view the list of all calls recorded in the Call Log

1. If the softkey labels are not displayed, press any softkey button to display the softkey labels.
2. From the Home screen, press the Log softkey.
   The Call Log Summary screen appears.
3. Press the appropriate softkey for the type of call entries you want to view. Your choices are missed, answered, and outgoing. By default, missed calls are displayed. If you want to view all entries, press the More softkey, and then press the All softkey.
4. Use and to scroll through the Call Log Summary pages.
5. To view information about a specific entry, press the button that corresponds to the entry.
   The Call Log Detail screen for this entry appears.
6. Press to return to the Home screen.

Making Calls from the Call Log

To make a call to an entry in the Call Log

1. From the Home screen, press the Log softkey.
   The Call Log Summary screen appears.
2. Use and to scroll through the Call Log Summary pages.
3. When you locate an entry you want to call, press the button that corresponds to the entry.
   The Call Log Detail screen for this entry appears.
4. Press the Call softkey to make the call.

Note:
   You can use this method to make calls directly to extensions. To call outside numbers, go off-hook and dial the required code to access an outside line (for example, “9”). Then, press the Call softkey to make the call.
Saving a Call Log Entry to Your Speed Dial List

To save an entry in the Call Log to your Speed Dial List

1. From the Home screen, press the **Log** softkey.
   The Call Log Summary screen appears.
2. Use ‹‹ and ›› to scroll through the Call Log Summary pages.
3. When you locate an entry you want to save, press the button that corresponds to the entry.
   The Call Log Detail screen for this entry appears.
4. Press the **Save** softkey.
   The Edit Name screen appears and shows the name and number information from the Call Log.
5. Perform one of the following steps:
   - To save the entry to your Speed Dial List as shown on the current screen, press the **Save** softkey.
   - To edit the name, press the feature button to the left of the Name field twice. The cursor appears at the beginning of the name. Make your changes. Use the **Backspace** feature button to delete the character to the left of the cursor. Use the **Clear** feature button to delete all the characters in the field. If you want to edit the telephone number, see the next bulleted item. When you finish entering changes, press the **Save** softkey.
   - To edit the telephone number to include a code required to access an outside line (for example, “9”), press the feature button to the left of the Number field twice. The cursor appears at the beginning of the telephone number. Make your changes. Use the **Backspace** feature button to delete the character to the left of the cursor. Use the **Clear** feature button to delete all the characters in the field. When you finish entering changes, press the **Save** softkey.

The entry is saved to your Speed Dial List.

**Note:**
If you see the message “Speed Dial List Full,” you must delete some Speed Dial List entries before you can add new entries.

Deleting a Call Log Entry

To delete an entry from the Call Log

1. From the Home screen, press the **Log** softkey.
   The Call Log Summary screen appears.
2. Use ‹‹ and ›› to scroll through the Call Log Summary pages.

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DRAFT - June 14, 2006 - 8:12 AM
3. When you locate an entry you want to delete, press the button that corresponds to the entry.
   The Call Log Detail screen for this entry appears.
4. Press the **Delete** softkey.
   The entry is deleted from the Call Log.

**To delete all entries from the Call Log**
1. From the Home screen, press the **Log** softkey.
   The Call Log Summary screen appears.
2. To delete the entries for a specific call type, press the appropriate softkey. If you want to delete all entries, press the **More** softkey, and then press the **All** softkey.
   The entries for the selected call type appear.
3. Press the **Delete** softkey.
   The Confirm Delete All screen appear.
4. Press the **Erase** softkey.
   The entries are deleted from the Call Log.

---

**The Label Action Screen**

The Label Action screen, which is accessed by pressing the Label softkey at the Home screen, allows you to:

- customize the labels for the call appearance/feature buttons programmed on the call processing system
- view the system labels for the call appearance/feature buttons programmed on the call processing system
- erase the labels you modified for the call appearance/feature buttons and restore the system labels from the call processing system

[Figure 8](#) shows the Label Action screen.
Working in the Label Action Screen

<table>
<thead>
<tr>
<th>Working in the Label Action Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To</strong></td>
</tr>
<tr>
<td>Change the label of a call</td>
</tr>
<tr>
<td>appearance/feature button</td>
</tr>
<tr>
<td>View the system labels for the</td>
</tr>
<tr>
<td>call appearance/feature buttons</td>
</tr>
<tr>
<td>Delete the customized labels of</td>
</tr>
<tr>
<td>all the call appearance/feature</td>
</tr>
<tr>
<td>buttons and restore all the system</td>
</tr>
<tr>
<td>labels.</td>
</tr>
<tr>
<td>Return to the Home screen in which</td>
</tr>
<tr>
<td>you worked previously</td>
</tr>
<tr>
<td>Return to page 1 of the Home</td>
</tr>
<tr>
<td>screen</td>
</tr>
</tbody>
</table>

**Note:**
When you manage the labels of your call appearance/feature buttons, the softkeys displayed at the bottom of the screen change to reflect the activities you can perform.

**Note:**
Whenever you change the labels of call appearance/feature buttons in the Label Select screen, you cannot use the telephone dialpad for dialing.
Managing Your Call Appearance/Feature Button Labels

Using the Label Action screen, you can:
- customize the labels of the call appearance/feature buttons on the 2410 telephone
- view the labels of the call appearance/feature buttons on the call processing system
- restore the system labels of all the call appearance/feature buttons

You can access this screen by pressing the Label softkey at the Home screen.

Editing Labels

You can change the labels of the call appearance/feature buttons on your telephone. These new labels are stored in your 2410 telephone.

To edit call appearance/feature button labels

1. If the softkey labels are not displayed, press any softkey button to display the softkey labels.
2. From the Home screen, press the Label softkey.
   The Label Action screen appears.
3. Press the Edit softkey.
   The Label Select screen appears.

   Note:
   You can use ← and → to locate the label you want to edit.
4. Press the feature button on the 2410 telephone that corresponds to the label you want to edit.
   The Label Edit screen appears. The New Label field displays the current customized label (if any), and the System Label field displays the system label.

   If you have not yet changed the system label, a cursor appears next to the New Label field.
   If you selected a call appearance, a letter (such as “a”) and a space appear next to the New Label field. You can delete the letter and space by pressing the Backspace feature button twice.

   If you have already changed the system label, a cursor appears after the last letter of the information displayed in the New Label field.
5. Using the dialpad, edit the label. You can enter up to 13 characters. By default, the first letter you enter appears in uppercase, and the following characters appear in lowercase.

**Note:**
You can use the **Case** softkey to switch between uppercase and lowercase. You can use the **Space** softkey to insert a space between words. If you are entering special characters, you can use the * (star key) to cycle through the period and star characters. You can use the # (pound key) to cycle through the hyphen and pound characters. You can use the **Backspace** feature button to delete the character to the left of the cursor. You can use the **Clear** feature button to delete all the characters in the field. Use ✅ to move the cursor to the left without erasing characters. Use ⬅️ to move the cursor to the right without erasing characters.

**Note:**
If you want to restore the system label, press the **Clear** feature button to delete all the characters in the field. Leave this field blank, and see Step 6.

6. When you finish making changes, perform one of the following steps:

- To save your entries and return to the Label Select screen, press the **Save** softkey.
- To return to the Label Select screen **without saving your entries**, press the **Cancel** softkey.
- To return to page 1 of the Home screen **without saving your entries**, press 🔄.

7. Repeat Steps 3 through 5 to edit more labels.

**Viewing the System Labels**

You can view the system labels for the call appearance/feature buttons on the call processing system.

**To view the system labels**

1. From the Home screen, press the **Label** softkey.
   
   The Label Action screen appears.

2. Press the **Inspect** softkey.
   
   The Label Inspect screen appears. This screen displays the system labels for the 2410 telephone.

3. Use ✅ and ⬅️ to scroll through the Label Inspect screen pages on the 2410 telephone.

4. Perform one of the following steps:

- To return to the Label Action screen, press the **Done** softkey.
- To return to page 1 of the Home screen, press 🔄.
Restoring the System Labels

You can delete the custom labels you created for the call appearance/feature buttons and restore the system labels from the call processing system.

Note:
This procedure restores the system labels for all the call appearances/feature buttons. If you want to restore the system label for one call appearance/feature button, delete the label for that button. See Editing Labels on page 38.

To restore the system labels
1. From the Home screen, press the Label softkey.
   The Label Action screen appears.
2. Press the Restore softkey.
   The Label Restore screen appears.
3. Press the Erase softkey.
   The Confirm Erase prompt appears.
4. Perform one of the following steps:
   ● To erase the custom labels and restore the system labels, press the Erase softkey.
   ● To return to the Label Action screen without erasing the custom labels and restoring the system labels, press the Cancel softkey.
   ● To return to page 1 of the Home screen without erasing the custom labels and restoring the system labels, press .
The Options Screen

The Options screen, which you access by pressing the Option softkey at the Home screen, allows you to set the following options:

- ring pattern
- screen contrast
- log setup
- visual ring (Flash Message Lamp option)
- whether you want the 2410 to continue to display the current screen when you receive an incoming call instead of showing the Home screen (Show Phone Screen option)
- whether you want the 2410 to continue to display the Speed Dial screen when you make a call from a speed dial (Stay in Speed Dial option).
- self test
- language—English, German (Deutsch), French (Français), Spanish (Español), Italian (Italiano), Dutch (Nederlands), Portuguese (Português), or Japanese (Katakana)

From the Options screen, you can also erase some or all of your personalized settings and return the 2410 telephone to its default settings.

Figure 9 shows a sample Options screen.

**Figure 9: Sample Options Screen**
Working in the Options Screen

<table>
<thead>
<tr>
<th>To</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select an option</td>
<td>The associated button</td>
</tr>
<tr>
<td>Return to the Home screen in which you worked previously</td>
<td>The Done softkey</td>
</tr>
<tr>
<td>Return to page 1 of the Home screen</td>
<td>⬅️ at any time</td>
</tr>
</tbody>
</table>

Note:
If you press ⬅️, a second screen appears. Use this screen to enable and disable the Automatic Gain Control (AGC) feature for the handset, headset, or speakerphone. *We strongly recommend that you leave the default settings unchanged. However, hearing aid users might benefit if the AGC feature for the handset is disabled.* Changing the default settings can adversely affect audio quality. See your system manager for more information.

Note:
If you press ⬅️ (or ⬅️ twice), a third screen appears. This screen allows you to select items such as speed dials to be erased and reset the 2410 telephone to its default settings.
Selecting Personalized Options

Ring Pattern

The Ring Pattern option on the Ring Options screen allows you to choose a personalized ringing pattern for your telephone. You can choose from among eight different patterns.

Note:
If you receive an incoming call while working in the Ring Pattern option screen, the Home screen appears automatically to facilitate call handling.

To select a personalized ringing pattern

1. If the softkey labels are not displayed, press any softkey button to display the softkey labels.
2. From the Home screen, press the Option softkey.
   The Options screen appears.
3. Press the Ring Options feature button.
   The Ring Options screen appears.
4. Press the Ring Pattern feature button.
   The Select Ring Pattern screen with the current ring pattern appears.
5. Use ← and → or the dialpad to cycle through all eight ringing patterns.

Note:
To listen to a specific ring pattern, press the Play softkey for a selected ring pattern number.

6. Perform one of the following steps:
   - If you want to save the ringing pattern that you have just selected, press the Save softkey. You will hear a confirmation tone, and you are returned to the Ring Options screen.
   - If you want to return to the Ring Options screen without changing the ring pattern, press the Cancel softkey.
   - If you want to return to page 1 of the Home screen without changing the ring pattern, press 

Note:
If you go off-hook, receive a call, or lose power during selection, the process is canceled and you must start again.
Visual Ring (Flash Message Lamp)

The Ring Options option on the Options screen allows you to choose a visual alert for incoming calls. When you enable the Flash Message Lamp option, the telephone rings and the lamp above the 2410 display area flashes when an incoming call arrives. By default, the Flash Message Lamp option is disabled.

To set the Flash Message Lamp option

1. From the Home screen, press the Option softkey.
   The Options screen appears.
2. Press the Ring Options feature button.
   The Ring Options screen appears.
3. Press the Flash Message Lamp feature button.
   The option setting is underlined.
4. Press the Yes/No softkey or feature button 5 to indicate whether you want Flash Message Lamp enabled.
5. Perform one of the following steps:
   - If you want to save the setting you just selected, press the Save softkey. You will hear a confirmation tone, and you are returned to the Options screen.
   - If you want to return to the Options screen without changing the setting, press the Cancel softkey.
   - If you want to return to page 1 of the Home screen without changing the setting, press {

Show Phone Screen

The Show Phone Screen option on the Ring Options screen allows you to set the 2410 to display the Home screen and the ringing call appearance when you receive an incoming call. However, if you want the 2410 to continue to display the current screen when you receive an incoming call instead of showing the Home screen, you must disable this feature. By default, the Show Phone Screen option is disabled.

To set the Show Phone Screen option

1. From the Home screen, press the Option softkey.
   The Options screen appears.
2. Press the Ring Options feature button.
   The Ring Options screen appears.
3. Press the **Show Phone Screen** feature button.

   The underline appears on this line.

4. Press the **Yes/No** softkey or feature button 4 to indicate whether you want the Show Phone Screen option enabled.

5. Perform one of the following steps:
   - If you want to save the setting you just selected, press the **Save** softkey. You will hear a confirmation tone, and you are returned to the Options screen.
   - If you want to return to the Options screen *without changing the setting*, press the **Cancel** softkey.
   - If you want to return to page 1 of the Home screen *without changing the setting*, press 📡.

### Display Contrast

The Contrast option on the Options screen allows you to choose a contrast level for your telephone display. You can choose from among fifteen levels of contrast.

**To select a contrast level**

1. From the Home screen, press the **Option** softkey.

   The Options screen appears.

2. Press the **Contrast** feature button.

   The Display Contrast screen appears.

3. Use 🔽 and 🔼 to adjust the level of contrast.

4. Perform one of the following steps:
   - To return to the Options screen, press the **Done** softkey.
   - To return to page 1 of the Home screen, press 📡.

   The new contrast level is set.
Call Log Setup

The Log Setup option on the Options screen allows you to specify which types of calls you want the 2410 to log. These call types include:

- Answered (incoming)
- Unanswered (incoming)
- Outgoing

You can choose to have some, none, or all these call types logged.

Note:
For information about viewing the Call Log Summary, see The Call Log Screens on page 29, earlier in this guide.

To specify the call types that you want to appear in the Call Log

1. From the Home screen, press the Option softkey.
   The Options screen appears.
2. Press the Log Setup feature button.
   The Call Log Setup screen appears. The current Yes/No setting is underscored for the selected item.
3. Press the appropriate button on the right side of the display. For example, press feature button 4 to select the Answered call type and change the Yes/No setting with a single button press.
4. Perform one of the following steps:
   - If you want to save the selections that you have just made, press the Save softkey. You will hear a confirmation tone, and you are returned to the Options screen.
   - If you want to return to the Options screen without saving your entries, press the Cancel softkey.
   - If you want to return to page 1 of the Home screen without saving your entries, press .

Note:
If you press the Save softkey, all entries that do not match the call types you specified are deleted from the call log.
Erase

The third Options screen allows you to erase some or all of your personalized settings. From this screen, you can erase the following settings:

- all entries saved in your Speed Dial list
- all entries saved in your Call Log
- all customized call appearance/feature button labels
- options such as ring pattern, flash message lamp, show phone screen, and stay in speed dial

Note:
The contrast level setting is not changed.

- language

Pressing the All feature button selects all five of the items to erase.

To erase all personalized settings

1. From the Home screen, press the Option softkey.
   The Options screen appears.
2. Press ← or → until the Erase screen appears.
3. Press the feature button next to each item you want to select to be erased. If you want to select all the items to be erased, press the All feature button.

An icon (口头) appears next to each setting you selected.

Note:
To unselect an item, press its feature button again.

4. Press the Erase softkey.
   The Confirm Erase screen appears and displays a message that you cannot undo this action.
5. Perform one of the following steps:

   - If you want to erase the selected settings, press the Erase softkey. The selected settings are erased, and you are returned to the Options screen.

   - If you want to return to the Options screen without erasing any settings, press the Cancel softkey.

   - If you want to return to page 1 of the Home screen without erasing any settings, press .
Stay in Speed Dial Screen

The Stay in Speed Dial option on the Options screen allows you to set the 2410 to continue to display the Speed Dial screen when you make a call from a speed dial. If you make a call from a speed dial when this option is enabled, the 2410 will continue to display the Speed Dial screen instead of automatically exiting to show the Home screen. The Stay in Speed Dial option is useful if you want to dial multiple speed dials for a single call. An example is if you have one speed dial that dials the telephone number of your bank and another speed dial that dials your account code. By default, the Stay in Speed Dial option is disabled.

To set the Stay in Speed Dial option

1. From the Home screen, press the Option softkey. The Options screen appears.
2. Press the Miscellaneous feature button. The Stay in Speed Dial screen appears.
3. Press the Yes/No softkey or feature button 4 to indicate whether you want Stay in Speed Dial enabled.
4. Perform one of the following steps:
   ● If you want to save the setting you just selected, press the Save softkey. You will hear a confirmation tone, and you are returned to the Options screen.
   ● If you want to return to the Options screen without changing the setting, press the Cancel softkey.
   ● If you want to return to page 1 of the Home screen without changing the setting, press ✒️.

Self Test

The Self Test option, which appears on the Options screen, verifies the operation of the 2410 telephone’s lamps and display components. This screen also provides information regarding the 2410 telephone firmware version and link status.

Note:
While the Test softkey is held down, you are unable to make calls and use the dialpad and call-handling buttons. You can answer calls with the handset.

To have the 2410 telephone perform a self test

1. From the Home screen, press the Option softkey. The Options screen appears.
2. Press the Self Test feature button. The Self Test screen appears.
3. Press and hold the **Test** softkey to begin the test process.

4. Perform one of the following steps:
   - If you want to exit test mode and return to the Options screen, press the **Done** softkey.
   - If you want to exit test mode and to return to page 1 of the Home screen, press 🎈.

**Language**

When the 2410 telephone is first installed, it is set to display screen text in English. The Language option on the Options screen allows you to choose another language, including:

- German (Deutsch)
- French (Français)
- Spanish (Español)
- Italian (Italiano)
- Dutch (Nederlands)
- Portuguese (Português)
- Japanese (Katakana)

**To select a screen display language**

1. From the Home screen, press the **Option** softkey.
   
   The Options screen appears.

2. Press the **Language** feature button.
   
   The Select Language screen appears.

3. Use the **More** softkey or 🔽 or ▼ to switch between the two pages of languages.

4. Press the button next to the language in which you want text displayed.
   
   The screen text is reappears in the language you selected.

5. Perform one of the following steps:
   - If you want to return to the Options screen, press the **Done** softkey.
   - If you want to return to page 1 of the Home screen, press 🎈.
   
   Your language selection is saved.
Using Selected Voice Features

The following features are available only if your system manager has administered them as feature buttons on your 2410 telephone or has supplied you with the required feature access codes.

Abbreviated Dialing/Automatic Dialing (AD)

The Abbreviated Dialing (AD) feature allows you to store selected telephone numbers for quick and easy dialing. Each number can be a complete or partial telephone number, an extension number, or a trunk or feature access code and can contain up to 24 digits. Abbreviated Dialing offers four possible types of lists—Personal, Group, System, and Enhanced, and you can have a total of three lists. Of these three lists, you can have only one System List and one Enhanced List. You program numbers on a Personal List. The controller of the Group List programs numbers on Group Lists. The system manager programs System Lists and Enhanced Lists.

Note:
Calls you make with the Abbreviated Dialing/Automatic Dialing feature are not stored in the Call Log—even if you programmed the 2410 telephone to log outgoing calls.

To place a call using an Abbreviated Dialing list button or feature access code

1. Press the Abbreviated Dialing list button (if administered) or Dial the appropriate Abbreviated Dialing List code for List 1, or List 2, or List 3.
2. When you hear dial tone, dial the desired list item (1, 2, 3...).

Note:
An Enhanced List may also be available. See your system manager.

You can also program a number on an Abbreviated Dialing button that is not stored on an Abbreviated Dialing list. This Automatic Dialing number can be up to 16 digits and have a five-character label.

To program a number on an Abbreviated Dialing button

Note:
You must have an Abbreviated Program (Abr Program) button administered as well as the Abbreviated Dialing button. For this feature to work, the speaker is activated. Pressing  does not exit programming mode. You must hang up to update the display and exit programming mode.

1. Press the Abr Program button.
2. Follow the prompts on your display to program the number and label.
3. Press the # key to save the entry.

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4. Press another Abbreviated Dialing button to program.

   **Note:**
   If you make a mistake while programming, press the # key to save the entry and then start over.

To call a number using an Abbreviated Dialing button
Press the Abbreviated Dialing button to automatically dial the stored number.

**Call Forwarding All Calls**

The Call Forwarding feature temporarily forwards all your calls to another extension or to an outside number, depending on your system.

**To temporarily redirect all calls to an extension or outside number of your choice**
1. Press the Call Fwd button (if administered) (while on-hook or off-hook) or Dial the Call Forward feature access code (while off-hook).

   **Note:**
   If you have console permission, next, dial the extension number whose calls are to be forwarded; receive dial tone.

2. When you hear dial tone, dial the extension or number where calls will be sent.
3. When you hear confirmation tone, hang up.

To cancel Call Forwarding
Press the Call Fwd button again (while on-hook) or Dial the Call Forward cancel code (while off-hook).

**Call Park**

The Call Park feature allows you to put a call on hold at your telephone for retrieval at any extension.

**To park a call at your extension (for retrieval at any extension) when a Call Park button is administered**
1. Press the Call Park button.
2. Hang up.
To park a call at your extension (for retrieval at any extension) when a Call Park button is not administered

1. Press \( \text{**P**} \).
2. Enter the Call Park feature access code.
3. When you hear confirmation tone, hang up.

To retrieve a parked call from another extension

1. Pick up the handset or press \( \text{**P**} \).
2. Dial the Answer Back feature access code.
3. When you hear a dial tone, dial the extension at which you parked the call.
   - If returning to a call parked at your telephone, dial your own extension.

**Call Pickup and Directed Call Pickup**

The Call Pickup feature lets you answer a call at your telephone for another extension in your pickup group. If you can use the Directed Call Pickup feature, you can pick up a call ringing at a specific extension without the extension being a member of your pickup group.

**To answer a call placed to a member of your pickup group when your telephone is idle**

Press the \( \text{Call Pickup} \) button (if administered) or Dial the Call Pickup access code.

- Called telephone stops ringing, and you are connected to the ringing call.

**To pick up a call directly for someone else in your office**

**Note:**

- Again, the Directed Call Pickup feature is designed for covering calls for associates while they are away from their desk. In this case, you do not have to be a member of the same pickup group.

1. Press the \( \text{DirCall PkUp} \) button or Dial the Directed Call Pickup access code.
2. Dial the extension of the ringing telephone.

- The called telephone stops ringing, and you are connected to the ringing call.
Leave Word Calling

The Leave Word Calling (LWC) feature leaves a message for a person at another extension to call you back. The called party can dial the message service such an attendant, a voice mail system, or a covering user to retrieve a short, standard message that provides the following information:

- your name and extension
- the date and time you called
- the number of times you called

To leave a message after dialing an extension when your call is not answered, you hear a coverage or busy tone, or you have been put on hold

Press the \textbf{LWC} button (if administered) and listen for confirmation tone before hanging up.

Message lamp goes on at the called telephone (if so equipped).

\textbf{Note:}
If you hear reorder tone, the message is not stored; try again.

To leave a message without ringing an extension

1. Press the \textbf{LWC} button \textbf{or} Dial the Leave Word Calling access code (while off-hook).
2. When you hear dial tone, dial the extension and listen for the confirmation tone.
   Message lamp goes on at the called telephone (if so equipped).
3. Hang up.

To cancel a Leave Word Calling message

\textbf{Note:}
You cannot cancel a message left for an AUDIX subscriber.

1. Press the \textbf{Cancel LWC} button (while on-hook or off-hook) \textbf{or} Dial the Leave Word Calling cancel code (while off-hook).
2. When you hear dial tone, dial the extension and listen for confirmation tone.

\textbf{Note:}
If you hear reorder tone, the message is not canceled. Try again.
Send All Calls

The Send All Calls feature temporarily sends all your calls to your voice mail system or to another extension in the same system. Priority calls and automatic callbacks are not redirected by the Send All Calls feature.

Note:
Before you can use this feature, your system manager must provide a coverage path for your extension.

To send all calls except priority calls and automatic callbacks immediately to coverage
1. Press the Send Calls button (while on-hook) or Dial the Send All Calls access code (while off-hook)
2. Listen for confirmation tone.

Note:
You hear confirmation tone only when you use a feature access code.

To cancel Send All Calls
1. Press the Send Calls button again (while on-hook) or Dial the Send All Calls cancel code (while off-hook).
2. Listen for confirmation tone.

Whisper Page

The Whisper Page feature allows you, if you have appropriate permissions, to make an announcement to a person at another extension currently on another call. The Whisper Page feature forms a one-way speaking path to the destination you call. The person at the destination extension can hear you but not speak to you. Both people on the other call will hear a beep that indicates an incoming Whisper Page. However, only the person at the destination extension hears the announcement. The other person on the call cannot hear your announcement. If the person at the other extension wants to speak with you when you make a Whisper Page, that person can press the WhisperAnbk button.

Note:
If the person whom you have called is not using the telephone at the time you activate Whisper Page, the call is converted to a normal call.

Note:
Any person in the system can block Whisper Page calls. To block a Whisper Page call, press the WhisperOff button. When Whisper Page is off, the Whisper Page caller hears busy tone.
To make an important announcement such as an incoming call to someone at another extension busy on another call

1. While off-hook, press the [WhisperAct] button or dial the Whisper Page access code, and dial the extension.
   
   Both people on the other call hear a beep.
   
   Only the person whom you called will hear your announcement.
   
2. Speak to the person you called.
   
   If that person wants to speak with you, that person can press the [WhisperAnbk] button, which forms a two-party speaking path with your telephone. The other call at the destination extension is put on hold, and that person cannot hear your conversation. When the call is complete, the person to whom you were speaking can press the call appearance button of the held call.

To respond to a Whisper Page

1. When you receive a Whisper Page, you hear a beep, and then you hear the person calling you. If you want to speak to the Whisper Page caller, press the [WhisperAnbk] button. Your existing call is placed on hold, and you can speak to the Whisper Page caller.
   
2. When you finish with the Whisper Page call, press the call appearance of the held call.

Using Display Features

The following features are available only if your system manager administered them as feature buttons on your 2410 telephone.

Call Timer and Timer

The Call Timer and the Timer features measure elapsed time on a call.

The Call Timer feature, once activated, measures elapsed time automatically on all calls until you turn off the Call Timer feature.

The Timer feature, which you turn on and off manually, allows you to determine which calls you want to time on an individual basis.

Check with your system manager to see if you can use either of these features.
To use the Call Timer feature to measure elapsed time on telephone calls

1. Press the [Call Timer] button (if administered).

   The Call Timer measures elapsed time automatically on all calls until you turn off the Call Timer feature.

2. When you want to turn off the Call Timer feature, press the [Call Timer] button again.

To use the Timer feature to measure elapsed time on an individual telephone call

1. Press the [Timer] button (if administered).

2. To stop the timer and clear the display, press [Timer] again. The elapsed time appears for three seconds.

Directory

The Directory feature allows you to search for the extension of another user in your call processing system directory by entering the user’s name at the dialpad.

To search the directory for a name

1. Press the [Directory] button if administered.

2. Enter the selected name with dialpad keys:
   last name, comma (use [ ], first name or initial.

3. Press the [Next] button for each successive directory name you want to see. Your system manager must administer the [Next] button.

4. To search for a new name, press the [Directory] button, and repeat Steps 2 and 3.

5. When you are ready to exit the directory, press [ ] .

To place a call to the name shown on the display

1. Pick up the handset.

2. While the name is shown, press the [Make Call] button if administered or, if you do not have a [Make Call] button on your telephone, press [ ]., and then dial the number from the dialpad.

   Note:
   You can also leave your handset on-hook. The speakerphone turns on automatically when you press [Make Call] if this system feature is enabled.
Inspect

The Inspect feature shows you call-related information for an incoming call when you are already active on a call.

To use the Inspect feature
1. Press the Inspect button if administered.
2. Press the call appearance button in question.
   Information appears on the display screen. You remain connected to the present call.
3. To return to the held call, press → and then the call appearance button of the held call.

Tones and Their Meaning

Note:
The following tables describe the defaults for each ringing and feedback tone. Check with your system manager to verify if the descriptions in the Meaning column are accurate for your system.

Ringing Tones are produced by an incoming call.

<table>
<thead>
<tr>
<th>Rings</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ring</td>
<td>A call from another extension.</td>
</tr>
<tr>
<td>2 rings</td>
<td>A call from outside or from the attendant.</td>
</tr>
<tr>
<td>3 rings</td>
<td>A priority call from another extension or from an Automatic Callback call you placed.</td>
</tr>
<tr>
<td>ring-ping</td>
<td>A call redirected from your telephone to another telephone because Send All Calls or Call Forwarding All Calls is active.</td>
</tr>
<tr>
<td>(half-ring)</td>
<td></td>
</tr>
</tbody>
</table>
Feedback tones are those which you hear through the handset, headset, or the speaker.

<table>
<thead>
<tr>
<th>Feedback Tones</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>busy</td>
<td>A low-pitched tone repeated 60 times a minute. This tone indicates that the number you dialed is in use.</td>
</tr>
<tr>
<td>call waiting ringback</td>
<td>A ringback tone with lower-pitched signal at the end. This tone indicates that the extension you called is busy. The called party hears a call waiting tone. If you hear the call waiting ringback tone, you may want to activate Automatic Callback.</td>
</tr>
<tr>
<td>confirmation</td>
<td>Three short bursts of tone. This tone indicates that the system accepted a feature activation or cancellation.</td>
</tr>
<tr>
<td>coverage</td>
<td>One short burst of tone. This tone indicates that the system sent your call to another extension to be answered by a covering user.</td>
</tr>
<tr>
<td>dial</td>
<td>A continuous tone. This tone indicates that you can start to dial.</td>
</tr>
<tr>
<td>intercept/ time-out</td>
<td>An alternating high and low tone. This tone indicates a dialing error, a denial of the service requested, or a failure to dial within a preset interval (usually 10 seconds) after you lifted the handset or dialed the previous digit.</td>
</tr>
<tr>
<td>recall dial</td>
<td>Three short bursts of tone followed by a steady dial tone. This tone indicates that the system accepted the feature request. You can start to dial.</td>
</tr>
<tr>
<td>reorder</td>
<td>A fast busy tone repeated 120 times a minute. This tone indicates that all trunks are busy.</td>
</tr>
<tr>
<td>ringback</td>
<td>A low-pitched tone repeated 15 times a minute. This tone indicates that the number you dialed is ringing.</td>
</tr>
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## Numerical

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