

## Customising your Handset

**Handset volume:** With handpiece at ear press + or – keys (15 on diagram)


**Speaker volume:** While on loudspeaker press + or – keys (15 on diagram)

**Programming keys:** From **Perso** page on screen select a blank key [ ....]. Press *Speed Dial* soft key to program a number or *Services* to program a function, make changes then press *Apply*.  
**To modify** a programmed key press information press and hold key then select *Modify*, make changes & press *Apply* or press *Delete* to delete.


**Change ring tone:** From **Menu** page select *Settings, Phone, Ringing*. Select *Internal* or *External*, select tone & press OK to apply

**Pair BT handpiece:** From menu page select *Settings, Phone, Bluetooth, Add device*; with handpiece turned off press two handpiece buttons (long press) simultaneously. After hearing three note tone, select handpiece option that appears on screen then press *Add* soft key. “Device successfully added” appears momentarily on screen & LED will flash green or orange depending on battery charge level.

## Initialising your Voice Mail Box

1. Access Voice mail by pressing  Mail Services key then *Voicemail* soft key
2. When prompted enter password (default **0000** if pilot voice is male; **120000** if pilot voice is female)
3. Follow prompts to change password and record mail box name
4. To record personal greeting, from main menu select option 4 then option 2, record after tone, press # to end, then follow prompts.
5. To activate personal greeting press \* to return to main menu then select option 4 followed by option 6
6. Once your voice mail box is initialized, set preferred diversions to voice mail

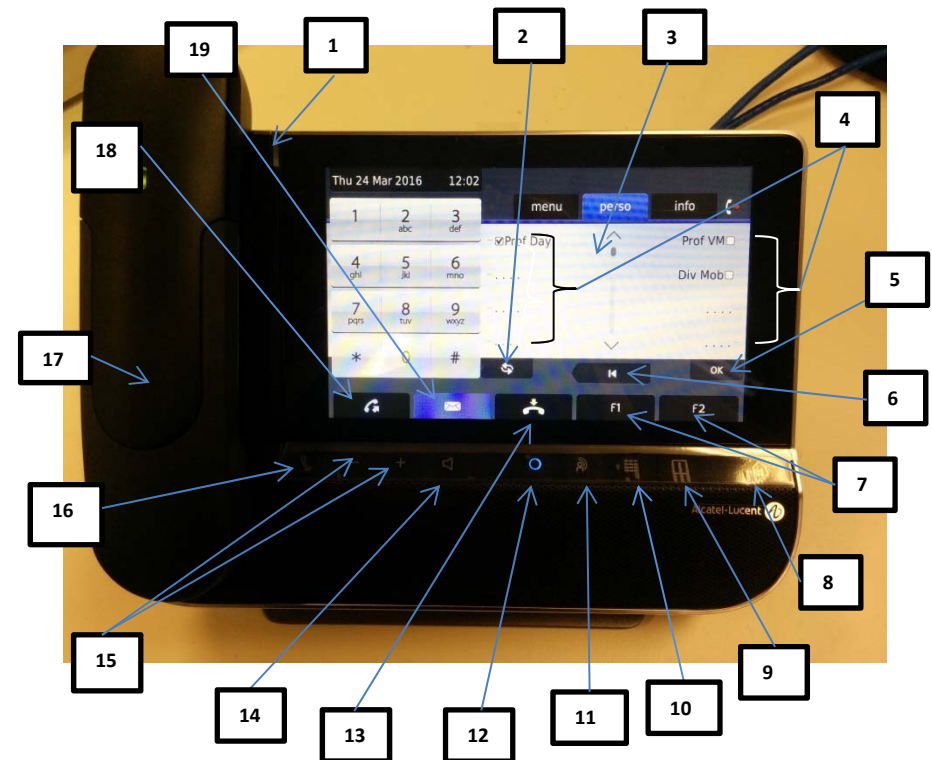
## Accessing Voice Mail messages.

1. Press Mail services  key then press Voice mail soft key
2. Press new voice message notification key then follow prompts

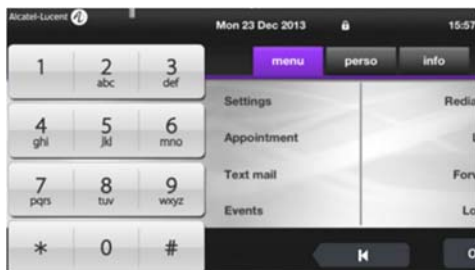
**NB:** To access messages remotely dial **9225 8989** if pilot voice is female (or **9225 8787** if pilot voice is male), enter 4 digit extension and follow prompts.

Log an Issue at [www.bcl.net.au](http://www.bcl.net.au)

## 8082 Handset Quick Reference Guide



- |                                   |                                 |
|-----------------------------------|---------------------------------|
| 1. LED indicator Light            | 10. On-screen keyboard          |
| 2. Switch Numeric/alpha keyboard  | 11. Mail services               |
| 3. Colour touch screen            | 12. Diversions                  |
| 4. Programmable softkeys          | 13. End call                    |
| 5. Apply changes                  | 14. Loudspeaker/Handsfree       |
| 6. Back                           | 15. Volume up/down              |
| 7. Programmable F1 & F2 Keys      | 16. Mute key                    |
| 8. Return to home screen          | 17. Bluetooth handpiece         |
| 9. Settings (Contrast & keyboard) | 18. Redial/Last numbers dialled |



### Welcome Screen:

**Menu:** Options for customising your handset

**Perso:** Home screen and programmable keys

**Info:** Displays extension status including name & number

### Screen Displays:



Incoming Call




On hold







Call in Progress

**Answer incoming call:** Lift handset or press Handsfree/Loudspeaker key

**End call:** Press End call button or return handpiece to cradle


**Answer second call:** Press Incoming Call  soft key. Original caller is automatically placed on hold and you are connected to second caller.


**Place call on hold:** Press Call in Progress  soft key. To return to caller press On Hold  soft key or press *Retrieve call* soft key.


**Mute:** Press Mute  key to activate; press again to deactivate. For wireless handpiece, press & hold volume control  key for 3 seconds to activate & again to deactivate.


**Transfer call:** Press *New call* soft key, dial destination number & when ready to transfer press *Transfer* soft key


**Retrieve call:** To cancel transfer (if extension is busy, does not reply etc.) press *Enquiry Off* soft key

**Conference call:** With 2<sup>nd</sup> party on line press *New call soft key*, dial 3<sup>rd</sup> party & when ready to connect press *Conference* soft key. For 4<sup>th</sup> & subsequent parties, press *Add* soft key, dial number & when answered press *Call in Progress*  soft key then press *Insert*


**Redial:** Short press  to redial last number & long press to display list of last 8 numbers dialled

**Divert call:** Press  soft key (top right hand corner of screen), select type of diversion required (immediate, busy etc) & dial destination number

**Divert to Voicemail:** Press  soft key (top right hand corner of screen), to divert straight to voicemail select *Imm fwd to VM*. For busy &/or no answer select *Other forward, Forward on busy/no reply, Voice msg*

**Cancel Diversion:** Press  soft key (top right hand corner of screen) & select *Deactivate* soft key

**Dial by Name:** Type in person's name (surname, first name or initials) & select relevant search type on screen (ie. name, initials, etc.) then press key alongside name to call

**Call log:** Contains last 50 calls made and received, internal & external.  
Press Mail Services  key then *Call Log* soft key. Upward arrow indicates outgoing call, downward arrow indicates incoming call, black represents answered call, red represents unanswered call. Press respective soft key then *Recall* to call or *Delete/Delete All* to remove from log.