



## TC-2210 Quick Guide

Version 1.1.1

### Using the TC-2210 with the Operator Console

|                             |                                 |
|-----------------------------|---------------------------------|
| Get an outside line         | Press LINE                      |
| Answer a ringing line       | Press LINE                      |
| Put call on hold            | Press HOLD (on the white label) |
| Retrieve from hold          | Press LINE                      |
| Call pickup                 | Press LINE or *7                |
| Hands free call             | Dial * then the <ext>           |
|                             |                                 |
| Direct call transfer        | TRANSFER <ext> (note 1)         |
| Call transfer to voice mail | VOICE MAIL                      |
| Public announce             | 199                             |
| TC-6000 announce            | 198                             |
| Conference call             | {flash} <ext> {flash}           |
| Record this conversation    | {flash} 183                     |
|                             |                                 |
| Allow speaker ring          | 190                             |
| Disallow speaker ring       | 191 (note 2)                    |
| Set key mode & address      | 192 (note 3)                    |
| Cancel key mode             | 193                             |
|                             |                                 |
| Log into your voice mail    | Press VOICE MAIL (note 4)       |

### Operator Console LED Display

| Line status              | LED display   | Color |
|--------------------------|---------------|-------|
| Available                | OFF           |       |
| Ringing                  | Ring pattern  | RED   |
| On hold                  | Fast blinking | RED   |
| Busy                     | ON            | RED   |
| Busy (I am on this line) | ON            | GREEN |

### Notes

1. Consult the User's Manual for additional information regarding blind and supervised transfers.
2. Use code 191 to prevent hearing ringing lines. Do not lower the speaker volume since you will not be able to hear anybody who initiates a hands-free conversation.
3. Use code 192 (and 193) only at Installation.
4. Press 180 \* <hunt> to access hunt groups mailboxes.

**Note:** This phone has been modified and programmed for your convenience. If needed, follow this procedure to re-program this phone. Consult the telephone manual for further details.

Connect the power supply.

1. Program the LINE1 button to send 81; LINE2 to send 82, etc. End with LINE6.
2. Program the HOLD button to send {flash} followed by \* 4.
3. Program the VOICE MAIL button to send \* 8