



Zultys Phone & ZAC Features

- Volume:** Press and hold to control ringing volume while phone is idle, speaker volume while using the speaker, and handset volume while using the handset.
- Redial:** You can call back the last 100 calls made from your phone. Use the navigation pad to scroll to the call you want then press "Send".
- Placing a Call:** Dial the 10 digit phone number then press "Send"
- Answer** **Phone:** Pick up the handset or press the speakerphone key
ZAC: Click "Answer" on the toast that pops up on the screen OR click the handset icon on your ZAC screen OR double click the call in your ZAC screen.
- Mute:** Mutes your side of the conversation when you are on the handset or on speakerphone.
- Hold:** **Phone:** While you are on an outside call, press "Hold". The line key will blink green. To retrieve that call, press the line key.
ZAC: Click the "hold" icon on your call screen.
- Transfer:** **Phone:** While you are on an outside call, press "TRAN" and the extension or phone number of the person you want to transfer the call to. You can announce the call if you wish. Press "TRAN" again to complete the transfer.
ZAC: Drag the call from the call window to the buddy or contact you want to transfer to OR click the "Transfer" icon in the call window and type the extension or phone number of the person you want to transfer the call to. Click the "Transfer" icon to complete the transfer.
- Transfer to VM:** **Phone:** While you are on an outside call press "TRAN", dial *86, enter the Mailbox number or the person. Press "TRAN" again to complete the transfer.
ZAC: While you are on an outside call click the "Transfer" icon in the call window, dial *86, enter the Mailbox number or the person. Click the "Transfer" icon to complete the transfer.
- Conference:** **Phone:** While on a call, press "Conference", dial the number you wish to conference with. To join the callers press "Conference".
ZAC: With 2 calls in the call window, click the 3 dots next to the 2nd call. Select "Conference". Slect the other call to pull into the conference. More participants can be added by dragging additional participants into the conference call.
- Park:** **Phone:** To park a call: While the caller is on the line, press "Park". Look in the display for the park orbit. To pick up a parked call: Press the lit "Park" button.
ZAC: To Park a call: Press the "Park" icon in the call window. A toast will tell you the park orbit. To pick up a parked call: Double click the call in the Park window.
- Page:** Announcement only page through all the phones. Dial *401
- Call Recording:** **ZAC:** Press the "record" icon. The call is recorded from the beginning of the call. The recording will then be saved in your mailbox.
- Voicemail Setup** **Phone:** Press the envelope icon & enter temp password (123580)

Log into ZAC with your credentials:

- User name: _____
- Password: _____
- URL: _____

Questions? Call 801-265-9292 or email customerservice@tritel.com

