C3060 Portable Telephone
User Guide
Contents

Getting started ...................................................... 5
Using your telephone directory ............................... 11
Using your services directory ................................. 15
Using your headset ................................................. 19
Customizing your portable ................................. 21
Extra features ......................................................... 25
Batteries and charging ........................................ 32
Accessories for your portable .............................. 37
Safety information .................................................. 38
Technical specifications for USA ......................... 41
Caring for your portable ........................................ 43
Using your C3060 Portable with Meridian Companion .................................................................................. 45
Using your C3060 Portable with Companion 200 ...................................................................................... 51
Using your C3060 Portable with Norstar Companion ............................................................................... 55
Getting started

Before you use your portable for the first time, see Safety information on page 38. You should charge its battery pack overnight (See All about batteries and recharging on page 32).

The parts of your portable

- Volume switch
- Mute
- Directory
- Line
- Navigation keys
- Softkeys
- Menu
- Power On/Off
- Release calls
- Terminate activity
- Headset / data connector
Turn the portable on
Press and hold the ≤ button for at least two seconds.

Turn the portable off
Press the ≤ button for at least two seconds.

Portable screen icons

- Battery strength indicators (strong to very weak)
- Radio signal strength indicator (strong to very weak)
- Vibrator indicator

Note: The three buttons directly below your portable’s display are called softkeys. Their labels appear on the display with an underline above the button to which they are assigned. A softkey label is shown like this in this user guide: REDIAL.

Setting your portable to ring
You can set your portable to one of three ring options by pressing the ≤ button when the portable is idle. Select one of the softkeys for FULL, CHIRP, or NONE, then press the OK softkey, or press the ≤ button.
**Answering a call**

Press the 📞 button. When the portable is ringing, you can press the 📞 button to stop the ringing/vibration and continue to answer the call.

**Adjusting the ringing volume**

When the phone is ringing, you can adjust the ringing volume with the volume switch. When the phone is not ringing, use the Menu to access the volume adjustment levels.

**Adjusting the speaker volume**

While on a call, pressing ↙ or ↗ can adjust the volume in twelve steps. The steps 0 to 8 raise the volume, with step 0 the lowest volume. The steps 9 to 11 are for noisy environments. The display shows the volume step for two seconds as follows:

- after adjusting the volume
- before making or receiving a call at volume levels 9 to 11

**FULL** provides a normal ring volume and cadence. **CHIRP** provides one short ring at low volume. **NONE** provides no audible ring.
Making a call

Dial the telephone number directly or:
• dial from your directory (See *Using your telephone directory* on page 11)
• predial (See *Customizing your portable* on page 21)
• press a customized softkey (See *Customizing softkeys* on page 30)

Accessing features during a call

You can access features or Computer Telephony Integration (CTI) applications while on a call, by three methods:
1. Press ☎, then select the appropriate softkey and dial the access code digits.

2. Select an entry from your Services directory. (See Using your services directory on page 15.)

3. Dial a feature from a programmable On-a-call softkey. (See To assign a number to a softkey when the portable is on a call on page 30.)

**Ending a call**

Press the ☎ button.

**Making two calls in a row**

Press NEXT after your first call. The portable maintains its radio connection for another call.

**Keeping your connection**

To maintain your call, stay in the radio coverage area. If you have problems with your connection, retrace your steps. The signal strength icon 📣 indicates if the signal is becoming stronger or weaker.
Muting a call
To prevent your caller from hearing you, press \textit{m} on the left side of the portable. The display shows \textit{Microphone muted} and then \textit{ in \textit{ in } flashe}s. To end muting, press \textit{m} again.

Redialing last number
Your portable is set up so that you can redial the last number you dialed by pressing \texttt{REPEAT} when it appears.

Dialing the last caller
You can view the names of the last two callers when \texttt{LAST} appears on the display. Press \texttt{LAST} and \texttt{ or } \texttt{ to view the names. Press \texttt{ to view the number. Press \texttt{ to call the number or \texttt{ to delete the number. To add the name to the directory, press \texttt{SAVE}.}
Using your telephone directory

Your portable has an alphanumeric directory that allows you to store up to 100 entries for telephone numbers.

1. Press ⊜ Add.
2. Enter the telephone number, then press Save.
3. Enter the first letter of the name by pressing the button that has the letter you want. For example to enter A, press 2; to enter B, press 22. Use 1 to choose special characters such as , - ’ _ ( )
4. Enter the rest of the letters as shown in step 3. Use ◄ to move the cursor forward if the next letter you want is on the same button, or select Space to insert a space.
5. When the name is complete, press Save.

Hint: If you want an entry to appear at the start of your directory, make its first character a space using ◄ or other special characters on the 1 key.
Find an entry in the telephone directory

Once you have stored entries into the telephone directory, you can move through them quickly by pressing the first letter of the entry you want. For example to look for listings under D, press @, then \( \overline{2} \overline{3} \); for listings under E, press @, then \( \overline{2} \overline{3} \overline{4} \). If there is more than one entry under a letter, press \( \overline{5} \) to keep looking.

Note: Use \( \overline{1} \) to choose special characters such as , . ‘ ’ . \{ \}\}

Editing telephone directory entries

1. Press @, then \( \overline{4} \) or \( \overline{5} \) (or the first letter of the entry you want) until you reach the entry you want to change. Directory entries are in alphabetical order.

2. To edit the entry’s name press EDIT, then edit the name.

3. Press SAVE.

4. To edit the entry’s number press @, then press EDIT, then edit the number.

5. Press SAVE, \( \overline{6} \) or press \( \overline{7} \).
Deleting an entry

1. Press ⊕, then ♦ or ♣.
2. Press ERASE. The display will ask Erase item?
3. Press OK. The display will show Item erased. (Select CANCEL if you do not want to erase the entry.)
4. Press ⊕ or ⊖.

Dialing from the telephone directory

Press ⊕, find the entry, DIAL.

Pause and link signal

When adding a directory item or customizing a softkey, you may need to insert a pause or a link signal. LINK or PAUSE appears when you are on a call to enable features such as Transfer and Conference.

To insert a pause when you are predialing a number or storing it in your directory, press ⊕ and select Pause. The display shows P.
To insert a link signal, press  and select **Link signal**. The display shows L. (See Using your C3060 Portable with Meridian Companion or with Companion 200 or with Norstar Companion in this guide for using this feature.)
Using your services directory

Your portable has a services directory that allows you to store up to 15 entries for feature codes and Computer Telephony Integration (CTI) applications.

**Note:** Although the services directory can store telephone numbers, use the services directory for feature codes and CTI applications.

If your system has a CTI server, double clicking the **services** button displays a pre-programmed menu of CTI applications.

**Note:** The pre-programmed menu of CTI applications is only available on certain CTI systems.

1. Press **ADD**.

2. Enter the feature code or application code, then press **SAVE**. (See *Using your C3060 Portable with Meridian Companion* or *with Companion 200* or *with Norstar Companion* in this guide for using this feature.) (See the...
3. Enter the first letter of the name by pressing the button that has the letter you want. For example to enter A, press 2; to enter B, press 22.

4. Enter the rest of the letters as shown in step 3. Use \( \uparrow \) to move the cursor forward if the next letter you want is on the same button, or select \( \text{SPACE} \) to insert a space.

5. When the name is complete, press \( \text{SAVE} \).

**Hint:** If you want an entry to appear at the start of your directory, make the directory entries first character a space using \( \uparrow \) or other special characters on the 1 key.

Once you have stored entries into the services directory, you can move through them quickly by pressing the first letter of the entry you want. For example to look at listings under D, press 2, then 22; for listings under E, press 3, then 33. If there is more than one entry under a letter, press \( \downarrow \) to keep looking.

**Note:** Use \( \uparrow \) to choose special characters such as , - ‘ _ . { }
When adding a directory item, you may need to insert a pause, link or a feature request signal. You can use the feature request signal to enable CTI applications.

### Pause
To insert a pause when you are predialing a number or storing a pause in your directory, press 🍂 and select **Pause**. The display shows P.

### Link signal
To insert a link signal, press 🍂 and select **Link signal** or press Link if it is available. The display shows L. (See *Using your C3060 Portable with Meridian Companion or with Companion 200 or with Norstar Companion* in this guide for using this feature.)

### Feature request signal
To insert a feature request signal, press 🍂 and select **Feature request** or press **Feat** if it is available. The display shows F. (See *Using your C3060 Portable with Meridian Companion or with Companion 200 or with Norstar Companion* in this guide for using this feature.)
**Editing services directory entries**

1. Press (2), then find an entry. Directory entries are in alphabetical order.
2. To edit the entry’s name press **EDIT**, then edit the name.
3. Press **SAVE**.
4. To edit the entry’s number press (1), then press **EDIT**.
5. Press **SAVE**.

**Deleting an entry**

1. Press (2), then find an entry.
2. Press **ERASE**. The display will ask **Erase item?**
3. Press **OK**. The display will show **Item erased**. (Select **CANCEL** if you do not want to erase the entry.)
4. Press (1) or (2).

**Dialing from the services directory**

Press (2), find an entry, **SELECT**.
Using your headset

Use one of the optional headsets to free both hands for other tasks.

**Hint:** Use the portable with a holster to protect the portable from falls. A holster also allows you free movement while you are on a call.

Connecting and disconnecting the headset

You can disconnect the headset during a call and the call remains on the portable.
Using your portable with the headset

To answer a call, press ( ). To end a call, press ( ).

**Note:** If you wear a hearing aid, use the C3002 headset to prevent unwanted tones in your hearing aid.

**Note:** In noisy environments you can use the C3002 headset to provide better voice transmission and reception.
Customizing your portable

**Hint:** Whenever you are searching through a list, you can press the first letter of the feature, directory, or system entry you want. If there is more than one entry under a letter, press («) to keep looking.

To customize your portable, use the **Menu**, which contains a number of features in alphabetical order.

**Find a menu item**

To search through the available options on the **Menu** press (1), (2) or (3).

**Note:** The portable displays options in several different ways. Whenever the display shows a heading followed by a colon, as in **Vibrator:** On, you can select the underlined softkey, **OFF** in this case, to switch to the other option.

Whenever the display shows a heading followed by (>), as in **Language>>, press (1) to enter a menu of options which you can then move through by pressing (2) or (3).
**Key click**

1. Select **Key click**.
2. Choose **ON** to hear a short beep when you press a button.

**Keypad light**

Your portable’s keypad and display light for low-light conditions. The keypad and display lights independent of keypad light settings when the portable rings.

1. Select **Keypad light**.
2. Choose **ON** to light the keypad when pressing a key.

You can extend battery life by leaving the keypad light **OFF** when lighting is not required.

**Key-protect**

Key protect prevents accidentally pressing the keys.

1. Select **Key-protect**.
2. Choose **ON** or **OFF**.

When **Key-protect** is turned on, press **START** to activate softkeys or buttons on the portable.

**Language**

1. Select **Language**.
2. Press \textdagger, then \textdagger or \textdagger to move between the \textit{In English} and \textit{En français} selections.

3. Press \texttt{SELECT} or \texttt{SÉL}, to select your choice.

### Last caller

See \textit{Last caller} on page 26.

### Line select

To check that a number is correct before you dial, set up your portable for predialing.

1. Choose \textit{Line select}.
2. Select \texttt{MANUAL}.
3. Enter the telephone number, which may be edited using \texttt{BKSP}.
4. Press \texttt{\textdagger} to dial your call or \texttt{SAVE} to store it in your directory.

\textbf{Note}: You can insert a pause or a link into a predial sequence [See page 13].

### Long tones

See \textit{Long tones} on page 26.
Message service  
See Message Service on page 27

Program softkeys  
See Program softkeys on page 30

Ringer  
1. Select Ringer:
2. Press FULL for a normal ring volume and cadence.
3. Press CHIRP for one short ring at low volume.
4. Press NONE for no audible ring.

Ring types  
1. Select Ring types.
2. Press ††, ‡‡ or †‡ to hear samples.
3. Press SELECT to choose a new ring type, †‡.

Ringer volume  
1. Select Ringer volume.
2. Press ††, ‡‡ or †‡, to hear samples or press a number from 1 to 5.
3. Press SELECT to choose a new ring volume, †‡.

Vibrator  
Select Vibrator: The display shows †‡, and the portable vibrates briefly.
Extra features

Find a menu item

To search through the available options on the Menu press 

Note: The portable displays options in several different ways.
Whenever the display shows a heading followed by a colon, as in
Vibrator: On, you can select the underlined softkey, OFF in this

case, to switch to the other option.
Whenever the display shows a heading followed by >, as in
Language>, press > to enter a menu of options which you can
then move through by pressing < or >.

If your system supports features such as Call Forward or
Call Transfer, you can customize your Services directory
to include them or you can assign them to a softkey (See
Using your services directory on page 15, Customizing
softkeys on page 30) and (See Using your C3060 Portable
with Meridian Companion or with Companion 200 or with
Norstar Companion in this guide for using this feature.)
You can put CTI feature codes, or system feature codes, or telephone numbers into your Services directory.

**Last caller**

If your system supports calling line ID, the last caller list shows the last two incoming calls.

1. Select **Last caller**.
2. Press **LAST** to choose the last caller.
3. Press **SAVE** to save the last caller in the telephone directory.
4. Press **ERASE** to erase the last caller from the last caller list.
5. Press **END** to return to the idle display.

**Long tones**

1. Select **Long tones**.
2. Choose **ON**, **OFF** for long tones to respond to electronic banking services and telephone answering machines. This way you can send a tone that lasts until you take your finger off the button (up to 3 seconds).
Note: Not all systems support this feature. (See your system administrator for features your system supports.)

Message waiting

Some systems allow your portable to display Message waiting if you have a voice mail message.

Even if your system does not support Message Waiting indication, you can set up your portable with Message Service to dial directly into your voice mailbox.

Message Service

First, store a message service code. See To store your message service code on page 28.

1. Press MAIL to access the voice mail system.
2. Press PLAY to listen to the message and NEXT to move on to the next message.
3. Press PREV to listen to the previous message.
4. Press CALL to dial the number. Press DEL to delete the message.
5. Press END to exit your message service.
Note: If you press CALL, and you want to use your active softkeys, press EXIT.

Depending on your voice mail system, you may be required to change the dial codes. Dial codes are the numbers used to access voice mail system features. For example, the default dial code 76 deletes a message. If your voice mail system is Meridian Mail, you do not have to change the dial codes. If you change your message service code, you will have to change the dial codes as required.

To store your message service code
1. Select Msg service #, CODE.
2. Enter __________ (your voice mail service access number) and insert one or more pauses as required (See Pause and link signal page 13).
3. Enter __________ (your voice mailbox number and password) and press SAVE.

Note: Your voice mail system may require you to press # after you enter your mailbox number or password.
4. The display shows Dialcodes?

**Note:** Dialcodes? is only displayed after you first store the message service code. If you erase your message service code, you will have to go through dial codes again and change as required.

**Hint:** For most Meridian Voice Mail systems, select DEFAULT. For Norstar Companion systems that support integrated voice mail, select NO. On some Norstar Companion systems, message service may work differently. (See your system administrator for assistance.)

5. Press **EDIT** to change the default dial codes. Press DEFAULT when you do not want to change the dial codes. Press NO when you are not using dial codes.

6. Go through the dial codes and change the values for your voice mail system, if required.
**Program softkeys**

For direct, one-touch access to frequently used features or frequently called numbers, customize your softkeys.

You can program the softkeys for use when the portable is idle or is on a call.

Softkeys not programmed keep their default values when the portable is idle or is on a call.

The default idle softkeys are **REDIAL**, **MAIL**, and **LAST**. The default on a call softkeys are **NEXT**, **LINK**, and **SAVE**.

**To assign a number to a softkey for use when the portable is idle or on a call**

1. Select **Program softkeys**.
2. Press the **SELECT** softkey.
3. Press the **IDLE** softkey to use the softkey when the portable is idle or press the **On CALL** softkey to use the softkey when the portable is on a call.
4. Press the **SK - 1**, **SK - 2**, or **SK - 3** to select a softkey.
5. Enter a number at prompt Enter number and SAVE. You can press ⌁ to access Pause, Link signal or Feature request. (See Pause, link signal and feature request on page 17.)

6. Enter a key label at prompt Enter key label and SAVE. Label your softkey with up to four characters by pressing the button that has the letter you want. For example to enter A, press 2; to enter B, press 22.

To return a customized softkey to the default setting
1. Select Program softkeys.
2. Press the SELECT softkey.
3. Press the On CALL or IDLE softkey.
4. Press the SK - 1, SK - 2, or SK - 3 to select the softkey you want to return to the default value.
5. Select new softkey to redefine another number and label to the softkey. Or select REDIAL / MAIL / LAST / NEXT / LINK / SAVE to return the softkey to the default setting.
Batteries and charging

Important battery information

Before using your rechargeable battery pack for the first time, it must be charged for at least 8 hours. This is necessary to ensure full battery life.

Do not leave your portable or battery pack on a battery charger for extended periods when the batteries are fully charged.

Do not expose the battery packs to temperatures above 40°C/104°F for extended periods.

Your portable needs a rechargeable battery pack. Battery level is shown by the symbol on the top right of the display. If the batteries are very low, the display flashes and you hear warning beeps. Your programming will not be lost if you replace your batteries.

Preparing the chargers

Connect the ac adaptor plug of the power cable to the rear of the chargers, then attach the ac adaptor to a power source.
Group Charger

The Companion Group Charger accepts up to six battery packs for charging. Each slot has a LED indicator. Batteries are charged independent of position. For example, the first battery inserted is the first battery charged.

**Installing battery packs**
Insert the battery pack under the tab in the charger slot.
Individual Charger

The Companion Individual Charger can charge a handset or a spare battery pack. To charge a separate battery pack in the desktop charger, you must place the battery pack under the tab in the desktop charger.

You can store a spare battery pack in the rear slot of the battery charger. The rear slot is not a charging slot.
**Note:** All Companion battery chargers will charge all Companion battery packs. Except the Companion C3050 Standard battery charger (A0628269/NTHH06BA) which will not charge the hi-cap (A0628217/NTHH04CA) batteries.

**Hint:** In high usage environments it is a good idea to have a spare battery pack. Alternating the spare battery pack between charges will prolong battery life.

**Companion battery charger LED indications**
This table applies to the group and individual battery chargers.

<table>
<thead>
<tr>
<th>LED</th>
<th>Indication</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>Fast flashing</td>
<td>Battery defective. Replace the battery</td>
</tr>
<tr>
<td>Red</td>
<td>Flashing</td>
<td>Battery charging</td>
</tr>
<tr>
<td>Yellow</td>
<td>Flashing</td>
<td>Testing or preparing battery for charging</td>
</tr>
<tr>
<td>Green</td>
<td>Steady</td>
<td>Battery fully charged</td>
</tr>
<tr>
<td>Off</td>
<td>None</td>
<td>Battery not inserted under the tab correctly</td>
</tr>
</tbody>
</table>
AAA batteries

You can also use an optional AAA battery holder with your portable. Insert the batteries into the battery holder.

Note: The commercially available AAA batteries cannot be charged in any Companion battery charger.
Accessories for your portable

The following accessories work with your C3060 portable:

• C3001 Ear Bud Headset
  a small and lightweight ear-bud type headset

• C3002 Over-the-head Headset
  a full over-the-head band for extra stability and hold with a single
  earpiece.

• C3050 Clip-on Holster
  a custom-designed holster with an adjustable belt clip.

• C3060 Leather Glove
  a leather glove that holds the portable with a plastic panel covering
  the keypad and display.

• C3050 Rugged Protector
  a rubber protective case with a built-in rigid black plastic belt clip.

The accessories listed here are available from your Nortel
Networks distributor.
Safety information

Electromagnetic energy safety

Hazardous conditions can occur while operating a portable telephone near construction blasting caps or near emergency service radio receivers.

Do not use this portable telephone in locations bearing warning signs that caution against radio transmission.

Follow standard hospital acceptance procedures when using a portable near life-support systems.

Battery safety

Do not replace batteries in a hazardous environment (where sparks are considered dangerous, or where there are flammable gases, flammable liquids, dust, or flammable fumes).

Do not attempt to charge alkaline batteries.

Do not discard batteries in a fire. Batteries can explode when subjected to extremely high temperatures.
Do not place the portable where the battery charging contacts, on the bottom of the portable, will short out. For example, placing the portable in a pocket with loose coins. Charge the battery pack provided with the portable only in accordance with the instructions specified in this manual.

**Antenna safety**

The C3060 portable telephone emits low levels of radio energy. Although any risk associated with this energy is minimal, you can further minimize your exposure by not touching the antenna to your face while the portable telephone is turned on.

**Charger safety**

The C3060 charger power supply is an electrical device containing hazardous voltages. Do not open the power supply or the charger.

**Care when using earpiece**

Do not place the earpiece next to your ear if a foreign object has become attached to the earpiece.

**Note for hearing aid users**

Use of the portable telephone can produce an audible tone within a hearing aid. The C3002 headset can be used with hearing aids and will prevent the occurrence of the audible tone.
## Technical specifications for USA

**Voltage**
- 3.6 V rechargeable batteries
- 4.5 V (total voltage rating), three AAA alkaline batteries

**Frequency band**
- 1.920 to 1.930 GHz

**Total channel capacity**
- 99

**Operating temperature**
- 14°F to 104°F

**RF output power**
- 32 mW ERP maximum
PCI CAI: FCC Etiquette

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:

1). This device may not cause harmful interference, and
2). This device must accept any interference received, including interference that may cause undesired operation.

Any changes or modifications applied to the portable telephone not expressly approved by Nortel could void the user’s authority to operate the equipment.

Privacy

This portable telephone uses digital encoding to protect the speech transmission.
Caring for your portable

Temperature extremes

Avoid subjecting the portable telephone to extremes in temperature.

Care and maintenance

Clean the portable telephone by wiping it with a damp cloth. Do not use solvents or polishes. If your portable telephone does not work, check all charging contacts on the portable and the charger for dirt, grease, or other material. If necessary, clean them with a soft dry cloth.

If your portable drops into a liquid, let the portable dry for two days before using.

Do not spray cleaning or disinfectant solutions on the portable. Spray the solution on a cloth and wipe the portable with the cloth.
Do not spray
Using your C3060 Portable with Meridian Companion

This procedure describes steps to access several features of your portable telephone. Available features vary depending on your telephone system.

Features

Call Forward
1. Press ( ).
2. Enter ___________ (flexible feature code).
3. Dial the number to which you want to forward your calls.
4. Press ( ).

Cancel Call Forward
1. Press ( ).
2. Enter ___________ (flexible feature code).
3. Press ( ).
Call Park
1. While on a call, press LINK.
2. Enter ____________ (flexible feature code).
3. Enter ____________ (the number where you want to park the call).
4. Press to end the current call.

Retrieve a parked call
1. Press .
2. Enter ____________ (flexible feature code).
3. Enter the number to which the call was parked.

Conference
1. While on a call with the first party, press LINK.
2. Dial the second number.
3. When your call is answered, press LINK.

Transfer
1. While on a call, press LINK.
2. Dial the second number.
3. When the second number rings, press .
Call Waiting
While you are on a call, your portable beeps to indicate you have another call.
1. Press LINK to answer the second call.
2. Press LINK again to return to your previous call.

Ring Again
1. When you encounter a busy number, press LINK.
2. Enter __________ (flexible feature code).
3. Press ____. Your portable rings you back when a busy party is free.
4. Press ____. Your portable automatically places the call.

Cancel Ring Again
1. Press ____
2. Enter __________ (flexible feature code).
3. Press ____

Speed Call
1. Enter __________ (flexible feature code).
2. Enter __________ (Speed Call code).

System Speed Call
1. Enter __________ (flexible feature code).
2. Enter ____________ (System Speed Call code).

**Add a link**
1. Press  或  or .
2. Select Link signal. The portable will display an L.

**Message Waiting**
Your portable displays Message waiting if you have a voice mail message. If you have already stored a message waiting code, you can access your messages by selecting **CALL**. (See page 27 for more information.)

**Switch from your portable to your desk telephone**
If Wireless Privacy is enabled
- Use Call Transfer.
- Use Conference.
If Wireless Privacy is disabled
- Use your portable as an extension telephone.

**Troubleshooting checklist**
1. Battery charged? Properly placed?
2. Call Forward canceled?

Other frequently used Feature Codes:

Contact for your system:

Name: ____________________________
Tel #: ____________________________
Using your C3060 Portable with Companion 200

This procedure describes steps to access several features of your portable telephone. Available features vary depending on your telephone system.

Features

Call Forward
1. Press \[\text{S}\].
2. Enter \[\text{_________}\] (Call Forward code).
3. Dial the number to which you want to forward your calls. You may need to wait for a tone.
4. Press \[\text{S}\].

Cancel Call Forward
1. Press \[\text{S}\].
2. Enter \[\text{_________}\] (Cancel Call Forward code). You may need to wait for a tone.
3. Press ②.

**Call Park**
1. While on a call, press LINK.
2. Enter _________ (Call Park code).
3. Press ②.

**Retrieve a parked call**
1. Press ②.
2. Enter ___________ (Call Park Retrieval code).
3. Enter the number to which the call was parked.

**Conference**
1. While on a call with the first party, press LINK.
2. Dial the second number.
3. When your call is answered, press LINK.

**Transfer**
1. While on a call, press LINK.
2. Dial the second number.
3. When your call is answered, press ②.
Switch from your portable telephone to your desk telephone:

Troubleshooting checklist
1. Battery charged? Properly placed?
2. Call Forward canceled?

Other frequently used Feature Codes:
Contact for your system:

Name: 

Tel #: 
Using your C3060 Portable with Norstar Companion

This procedure describes steps to access several features of your portable.

Note: Underlined text indicates a softkey to use below the display of the C3060 portable.

Making an internal call
1. Dial the number (you may have to press \(\text{\textcircled{1}}\) to select a line).

Making an external call
1. Dial external access code: \(\text{\textcircled{1}}\) or enter a line pool code (provided by your installer): \(\text{\textcircled{1}}\). (You may have to press \(\text{\textcircled{1}}\) to select a line.)
2. Dial the number.
Features

Transferring using a number
1. While on a call, press LINK.
2. Dial a second internal number.
3. When call is answered, press ( ).

Transferring using the directory
1. While on a call, press LINK.
2. Press ( ).
3. Use ( ) or ( ) or enter a letter to search through the list of entries.
4. Press DIAL when you have made a selection.
5. When call is answered, press ( ).

Using Conference
1. While on a call with the first party, press LINK.
2. Dial a second internal number.
3. When it is answered, press LINK again.

Switching between two calls
While on a call you will hear a beep to indicate an incoming call (call
waiting tone).
1. Answer a second incoming call by pressing \textbf{LINK}. The first caller is put on hold.
2. When you are ready to switch to the other caller, press \textbf{LINK}.

\textbf{Page}
1. Press \texttt{FEAT} 60 or *60. The display shows \textbf{Page choice:}.
2. To page specific speakers, press \texttt{SPKR}.
   \texttt{or}
   To page telephone extensions, press \texttt{SETS},
   \texttt{or}
   To page speakers and extensions, press \texttt{BOTH}.
3. The display shows \textbf{Enter zone:} Enter the page zone (1 to 6) on the keypad or press \texttt{ALL}.

\textbf{Note:} For systems earlier than MICS-XC 2.0, Page can only be used if an ATA is configured.

To page telephone extensions on systems earlier than MICS-XC 2.0:
1. Press \texttt{ and enter the line pool code associated with the ATA.
2. Press LINK and enter FEAT 7 or *7.
3. Enter the page feature code to use followed by a page zone number (0 to 6).

**Language selection**

You can change the language for system messages. (See the Quick Reference Table for features that use system messages.)

1. To select English for system messages, press FEAT 501 or *501.
2. To select French for system messages, press FEAT 502 or *502.
3. To select Spanish for system messages, press FEAT 503 or *503.

To change the portable telephone language:

1. Press and select Language.
2. Press or to move between the In English and the En français selections.
3. Press SELECT or SEL to select your choice.

**Quick Reference Table**

You may have to press to select a line to activate some of the following features.
Enter the feature code you want to use.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Activation Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Forward</td>
<td>FEAT * or FEAT 4</td>
</tr>
<tr>
<td>Cancel Call Forward</td>
<td>FEAT #4 or FEAT *4</td>
</tr>
<tr>
<td>Call Park</td>
<td>During a call press LINK + FEAT 7 or FEAT #7 or FEAT *7</td>
</tr>
<tr>
<td>Call Park (retrieve)*</td>
<td>Press LINK and enter the call park location. This is only required when you are on a call.</td>
</tr>
<tr>
<td>Call Pickup - directed†</td>
<td>FEAT 76 or FEAT *76 + extension number</td>
</tr>
<tr>
<td>Call Pickup - group†</td>
<td>FEAT 75 or FEAT *75 + 5</td>
</tr>
<tr>
<td>System Speed Dial</td>
<td>FEAT 0 or FEAT 0 + two digit Speed Dial code</td>
</tr>
<tr>
<td>Trunk Answer from any station</td>
<td>FEAT 800 or FEAT 800 or FEAT 800 + 0</td>
</tr>
<tr>
<td>Voice Mail retrieval</td>
<td>FEAT 981 or FEAT *981 or FEAT 981 + 1</td>
</tr>
</tbody>
</table>
Portable telephone hints

• The softkeys on your C3060 portable operate differently than on your Norstar desk telephone. Some C3060 portable softkeys work with the local features described in this guide.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Activation Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Voice Mail DN</td>
<td>FEAT &lt;9&gt;8&lt;8&gt;9</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>*</td>
</tr>
<tr>
<td>Leave VM Message</td>
<td>FEAT &lt;9&gt;8&lt;8&gt;0</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>†</td>
</tr>
<tr>
<td>Intercept Voice Mail</td>
<td>FEAT &lt;9&gt;8&lt;8&gt;7</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>†</td>
</tr>
</tbody>
</table>

* These features require MICS-XC 2.0 or later telephone system software.
† These features require MICS-XC 3.0 or later telephone system software.
The use of the FEAT softkey requires MICS-XC 4.1 or later telephone system software.
• Norstar Voice Mail operates by means of your C3060 portable’s softkeys during voice mail sessions in MICS-XC 2.0 systems or later.

Troubleshooting checklist

• Batteries charged?
• Batteries properly placed?
• Still problems? Call your system administrator.

Contact for your system:

Name: __________________________________________
Tel #: __________________________________________