Creating and Calling Contacts

Conference Calls

1. Using the system/group keys ([B] or [C]), browse to the telephone number entered into your phone.
2. Press the Push To Talk (PTT) button for a moment to ensure a connection. Release the PTT when you hear a dial tone.
3. While holding the PTT enter the extension you wish to dial (ex: 6-1000). After dialing, release the PTT switch and wait for a response from the called party.
4. When the called party responds, press the PTT switch and start speaking. Release the PTT to switch to listen. Only one person can speak at a time.
5. To end the call, hold down the PTT switch and press the [#] key.

Scanning

1. Systems can be scanned by pressing the Scan [S] key. The systems NOT locked out of the scanning sequence are scanned.
2. To Lock Out channels from being scanned, press the [A] key. If a channel is locked out, it will display a triangle next to the channel name.
3. To go to quick scanning mode, press the Scan [S] key.

Making Telephone Calls

1. Using the system/group keys ([B] or [C]), browse to the telephone number entered into your phone.
2. Press the Push To Talk (PTT) button for a moment to ensure a connection. Release the PTT when you hear a dial tone.
3. While holding the PTT enter the extension you wish to dial (ex: 6-1000). After dialing, release the PTT switch and wait for a response from the called party.
4. When the called party responds, press the PTT switch and start speaking. Release the PTT to switch to listen. Only one person can speak at a time.
5. To end the call, hold down the PTT switch and press the [#] key.

Primary Channel

Press the Orange button on the top panel of the 3180. This will automatically set your channel to your primary channel.