



# Super Simple Start Up Guide

Telecom U3100N



## Turn the phone on and off

1. To turn on press and hold down the **End key** for 3 seconds
2. To turn off press and hold down the **End key** for 3 seconds

## Turn key lock on and off

1. To turn on key lock hold down the **\* key** until **Lock** appears above the **Left function key** then press the **Left function key** while still holding the **\* key** to lock.
2. To turn off key lock press any key and **Lock** will appear above the **Left Function key**. Hold down the **\* key** and **Confirm** will appear on the screen, quickly press the **OK key** to **Confirm**.

## Add a new contact

1. From the home screen use the number keys to enter a number
2. Then using the **OK key** select **Save**
3. Using the **Scroll key** scroll to select **New Contact** or **Existing Contact** and press the **OK key**
4. Scroll and use the **OK key** to select **Phone** or **SIM** depending on where you want to save the contact
5. Scroll and use the **OK key** to select the number type i.e. **Mobile** or **Home**
6. Scroll to the **First Name** field and enter the name, then the **Last Name** field
7. Once you are finished press **Save**

## Make a call

To call a contact

1. Using the **Scroll key** select the **Contacts** icon on the home screen
2. Scroll to the contact you want to call, press the **OK key**
3. Press the **OK key** to start the call

To call a new number not in your contacts

1. From the Home screen, using the number keys enter the phone number
2. Press the **Send key** to start the call

## Send a Text Message

To text message a contact

1. Using the **Scroll key** select the **Contacts** icon on the home screen and press the **OK key** to **Open**
2. Scroll to the contact you want to call, press the **OK key** to **Open**
3. Press the **Left function key** to select **Options**
4. Scroll to **Create Message** then press the **OK key** to **Select**
5. Press the **OK key** to select **Message**

6. Enter the message you want to send using the **Character keys**
7. Press the **OK key** to select **Send to**
8. Press the **OK key** to **Send**

To text message a number not in your contacts

1. From the Home screen, use the **Scroll key** to select the **Messages** icon
2. Press the **OK key** to **Open**
3. Scroll to **Create message** and press **Select**
4. Enter the message you want to send using the **Character keys**
5. Select **Send to** using the **OK key**
6. Scroll to **Enter number** and press **Select**
7. Using the **Number keys** enter the mobile number then select **Done**
8. Press the **OK key** to **Send**

### Turn off predictive text

1. From the Home screen, use the **Scroll key** to select the **Messages** icon
2. Press the **OK key** to **Open**
3. Using the **Scroll key** scroll to **Create message** and press the **OK key** to **Select**
4. Select **Options** using the **Left function key**
5. Scroll to **Input** and press the **OK key** to **Select**
6. Scroll down to **Prediction Off** and press the **OK key** to **Select**
7. Press the **End key** to return to the home screen

### Check a Voicemail message

1. From the Home screen press and hold down the number 1 key
2. A call to your Voicemail box will start automatically

### Turn up the ringer volume

1. From the home screen press the **Right function key** to select **Menu**
2. Scroll to **Settings** and press the **OK key** to select **Open**
3. Select **Profiles** and scroll to the active profile (the one with the blue dot)
4. Select **Edit** using the **Left function key**
5. Scroll to **Volume** and press **Select**
6. Press the **Scroll key** right to increase the ringer volume
7. Select **OK**
8. Press the **End key** to return to the home screen

### Change the Ringtone for calls

1. From the home screen press the **Right function key** to select **Menu**
2. Scroll to **Settings** and press the **OK key** to select **Open**
3. Select **Profiles** and scroll to the active profile (the one with the blue dot)
4. Select **Edit** using the **Left function key**
5. Scroll down to **Ringtones** and press the **OK key** to **Open**
6. Scroll to choose a ringtone then press the **OK key** to **Select**
7. Press the **End key** to return to the home screen

### Turn up the call volume

1. During a call press the **Scroll key** up to increase the call volume

### Access Your Telecom to manage your mobile

1. From the home screen use the **Scroll key** to select the **Browser** icon
2. Select **Open Homepage**
3. Scroll down using the **Scroll key** to find **Your Telecom**. Use the scroll key to move the pointer over the words **Your Telecom** and highlight them in blue
4. Press **Select** using the **OK key**