

Using MEDICO Telephone

January 2023

For selecting function as per text displayed on LCD above
This is where the **Dir** (for Telephone Directory) or where
Conf (For Conference Calling) will be found, when you are in a call.

4 Telephone Lines In and Out of Department.
Press one of these buttons to dial out if not using Speed Dial Button.

Speed Dial Buttons

1st Compiled:
Dr. Jason van der Velde
June 2014

Updated:
June 2016
July 2019
April 2020
Dec 2022

medico cork
Emergency Department
Cork University Hospital

Non-Emergency Contact
via CUH Switchboard
+353 (21) 492 2000
Jason.vandervelde@hse.ie

Useful key to
Exit back to
Home Screen



Cursor Keys
for Volume
up/down or
Use to scroll
in Directory

Select
Button



Note this telephone is ONLY to be used for Emergency Telemedicine

**NOTE that this system is COMPLETELY separate from the hospital switch and thus
hospital short dial codes, dialling "9" for switch, and VPNs will not work!**

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Making a Call

Option A – Speed Dial Buttons

1. Press One of the Speed Dial Buttons

Option B – Using Directory Buttons

1. Press **Dir** (Below and as per LCD display)
2. Scroll through the Directory using the Cursor keys
3. Select desired Contact using middle button
4. Press middle button again to call them

Option C – Dialling a Number

1. Press an available line out (Line 1, Line 2, Line 3 or Line 4)
2. Dial Number directly

Transferring a Call

1. Press **Transfer**
2. Call the number (as per Making a Call)
3. Either hang-up or wait for call to be answered and then hang-up

Conference Calling

1. You have to be in a call already
2. Select **More** (Right hand black button below LCD)
3. Select **Conf** (Left hand black button below LCD)
4. Call the 3rd party (same 3 options as above)
5. Press **Add** to add them to the conference call
6. Press **Begin** to start the conference call

Note you may add up to 2 separate calls into the conference. You must always keep 1 line free for other calls coming into the service.

If a Second (or 3rd, or 4th) Call is Waiting

Option A – Hang Up Current Call

1. Press **Line** button that corresponds to the incoming call

Option B – Place Current Call on Hold

1. Press **Hold** button
2. Press **Line** button that corresponds to the incoming call

If switching between callers, simply repeat Option A to hang up a caller or Option B to place a caller on hold.

