

Basic Telephone Features

TO MAKE AN INTERNAL CALL

- Dial the last 4 digits of the telephone number.

TO MAKE AN OUTSIDE CALL

- Dial 9
- Listen for the dialtone
- Then dial the number

HOLD

- PRESS HOLD
- HANGUP
- PRESS THE LINE OF THE CALL ON HOLD

TRANSFER

Allows you to transfer a call to another extension.

- PRESS XFER
- DIAL THE EXTENSION NUMBER
- ANNOUNCE CALLER
- HANG UP

CONNECT

Allows you to connect to a camped-on-call or parked call.

- To accept one of these calls
- PRESS CNCT
- To reconnect to the first party...
- PRESS CNCT AGAIN

PICK

Allows you to answer another extension from your own extension.

- PRESS PICK OR *3 & THE NUMBER OF THE RINGING EXTENSION

CALL FORWARDING

Allows you to have your calls ring at another extension.

- PRESS FRWD OR #9
- DIAL EXTENSION NUMBER
- HANG UP
- To Cancel...
- PRESS FRWD OR # # 9

PARK

Allows you to transfer an extension and hold it.

- PRESS PARK OR FLASH *6
- DIAL THE EXTENSION
- HANG UP

SAVE & REPEAT...SVRPT

- DIAL THE NUMBER
- PRESS SVRPT OR FLASH #4
- HANG UP TO CALL THE SAVED NUMBER
- PRESS SVRPT OR #7

CAMP

Allows you to wait on the line for the busy extension.

- LISTEN FOR THE BUSY SIGNAL
- STAY ON THE LINE
- You will hear music...
- TO CANCEL HANG UP

CALL BACK CAMP-ON

Calls you back with a long ring when the extension is free.

- LISTEN FOR BUSY SIGNAL
- PRESS CAMP OR FLASH # 1
- HANG UP
- To Cancel...
- GET DIAL TONE
- PRESS CAMP OR # # 1
- HANG UP

CONFERENCE CALL

Allow up to 8 parties to a conversation.

- Call the first party...
- PRESS FLASH
- DIAL NEXT NUMBER
- PRESS CONF OR FLASH * 4 TO CONNECT EACH PARTY
- To reconnect with conference if call is busy or not answered...
- PRESS CNCT

SYSTEM SPEED

Allows you to call your departments most frequently dialed numbers by using only a few digits.

- PRESS SYS SP OR # 6
- DIAL THE SYSTEM SPEED NUMBER

A few extra features for you...

RINGING TONES...

To change the ring tone on your phone... Press *72...Then press 1-8 to hear the various tones. When you hear the tone you want just hang up.

MESSAGE WAITING LIGHT...

programming this button will dial voice mail automatically. Press ##30 5100 then hang up.

Always remember to press ** when exiting the voice mail system. This is the process to set the message waiting light for the next message. If you forget to do this, go back into voice mail and press ** to reset the message waiting light.