Phone User-Guide

<u>MOST COMMON FUNCTIONS</u>

Volume Control
- Press volume up or down button while your phone is ringing or if you are using the handset to adjust volume level for just that particular functio111.

Make A Call
1 Lift handset, press "9" and then dial your desired number.
2 When connected, you can continue to use the handset or switch to Speakerphone by pressing the SPKR button and replacing handset.

Answer A Call
- Lift the handset or press the SPKR button for Speakerphone Operation.

Hold
1 To place a call on Hold press the Hold button.
2 To return to the held call, press the flashing line button. If you don't return to a held call in a predetermined amount of time, it will ring back to your phone.

Call Transfer
- While on a call, press the Cnf/Tm button. Dial the desired ext# and then announce the call or simply hang up. During call transfer, you can instead reconnect to the original caller by pressing your flashing extension button.

Conference Calls
When a person who initiates the conference (master) hangs up, control transfers to the first internal station added to the conference. If no internal stations are in the conference, then the call disconnects.
1 While on a call, press Cnf/Tm.
2 Call another internal station or dial "9" and make another outside call.
3 When the called party answers, press Cnf/Tm. If it's busy or there's no answer, press Cnf/Trn again to return to the original connection.

Answer an Intercom Call
- You hear a single long tone, then the caller's voice. At that point you can either speak toward your phone in a normal voice or pick up the handset and answer.

Change names on extensions

1 On the top of your phone, press the MODE button (the upward arrow under the first name) and then the Admin button. The PASSWORD prompt will appear in your display.
2 Enter a password of '0000' and then press the HOLD button twice. 'DN ID' will now appear in your display.
3 Enter the ext # of the phone you want to change the name on. If an existing name is showing, press the PAGE button repeatedly until it is erased.
4 Using the dial pad, enter the appropriate name for the ext. Pressing the SCROLL button will give you a blank space. When finished, press the HOLD button.
5 Raise and lower the handset to get your phone out of program mode.

This is a composite

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<u>MISCELLANEOUS FUNCTIONS</u>

Call Park
1. While on a call press the Park key and dial ext # to park call on a particular phone.
2. While on a call press Park key and then "#" to park call on your phone.
3. While on a call press Park key and then "*" to park call in an orbit, (7000 - 7019). See your Display.
4. Pick up any parked call by pressing Park key and its parked location.

Exclusive Hold
- 1 While on an outside call, press the Hold button twice. No one but you can now reconnect to the call.

Storing Speed Dial #s
1. With handset cradled dial "#66" and then the address location (100 - 109).
2. Enter a "9" followed by the desired phone #. (If long distance, 1 - area code & number)
3. Press "#" to complete the entry.

Using Speed Dial
- Press "Spdial" button plus the 3-digit address code (100 - 109). The number will be dialed.

Voice Mall Direct Transfer
1. While on a call press the Voice Mall Xfer key.
2. Physically dial the 3-dlgit mailbox # (same as ext#), then press ' #' to complete. If you have a button assigned for the particular phone, just press it. No '#' required.
3. Hang up and the call is immediately connected to the appropriate voice mailbox.

Caller- ID
1. Press Caller-ID button. Its LED lights green & shows the latest record.
2. Press the Volume-Up key or Volume-Down key for the next record or previous record.
3. When finished, press Caller-ID button again to tum off LED.

<u>PROGRAMMING BLANK BUTTONS</u>

Programming a Phone number on a Key
1. Press #9876 Press the button to program
2. Press 9 and the phone number
3. Press the button to program again (telephone will beep at you)
4. Pick up and set handset back down to get out of programming mode.

Remote Call-Forward
1. Pres #9876 Hold
2. Press button to program
3. On the key pad enter 340
4. Press the button to program 2 times (the telephone will beep at you)
5. Press 9 and the phone number
6. Press # and the button to program again (the telephone will beep at you)
7. Pick up and set handset back down to get out of programming mode.

Programming an extension number on a Key
1. Press #9876 Hold
2. Press the button to program
3. On the key pad enter 610
4. Enter the extension number you want
5. Press the button to program again (telephone will beep at you)
6. Pick up and set handset back down to get out of programming mode.

Caller ID Button
1. Press #9876 Hold
2. Press the button to program
3. On the key pad enter 580
4. Press the button to program again (telephone will beep at you)
5. Pick up and set handset back down to get out of programming mode.

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