

## **Dial Out**

- Lift handset **OR** press **Speaker** key
- Choose **Line** key (if applicable) **OR dial 9**

## **Parking a Call for another Employee** (if Applicable)

- Press **Park** key **OR Feature 74**
- Display will show where call is parked: (Example: parked on 101)

**To Retrieve a Parked Call:** Lift handset; enter park number (Example: 101)

## **Transferring a Call**

- *With active call,* Press **Transfer** key **OR Feature 70**
- **Enter Extension Number**
- Announce call (optional) **OR Hang up** for call to be transferred

**Note:** Press **Feature 986** followed by the **Extension** to Transfer call **Directly to Voicemail**

## **Intercom Calling**

- Lift handset or press **Intercom** key
- **Dial extension**

**Note:** Press **Feature 980** followed by the **Extension** to go **Directly to Voicemail**

## **Paging**

- **Lift Handset**
- Press pre-programmed **Page** key **OR**
  - Press **Feature 610** to page **all sets**
  - Press **Feature 630** to page **overhead speakers** (If Applicable)

## **Redial**

- Press your **Last Number Redial** key **OR Feature 5**

## **Conference Calling**

- **Make OR Receive 1<sup>st</sup> call,** press **Hold** key
- **Make 2<sup>nd</sup> call,** press **Conference** key **OR Feature 3**
- Press the **Held Line** to begin conference

## **Do Not Disturb**

- Press **DND** key to turn feature **ON OR Feature 85**

**To Cancel:** Press **DND** key **OR Feature #85**

## **Call Forward**

- Press **Call Fwd** key **OR Feature 4**
- **Enter the Extension Number OR 9 + Phone Number**(if Applicable)

**To Cancel:** Press **Call Fwd** key **OR Feature #4**



**Ring Volume**

- Press **Feature \*80** and use the volume bar to set ring volume

**Ring Tone**

- Press **Feature \*6**, press numbers **1 to 4** to hear ring tones
- Press **OK** to Save

**Button Programming****To Program an External Number:**

- Press **Feature \*1**
- Press the **Button** you would like to **Program**
- Enter desired **Phone Number**, press **OK**

**Program an Internal Extension**

- Press **Feature \*2**
- Press the **Button** you would like to **Program**
- Enter desired **Extension Number**

**Program a Feature**

- Press **Feature \*3**
- Press the **Button** you would like to **Program**
- Press **Feature** key
- Enter the feature code you would like to program. Ex. Feature 4 to program a Call Fwd key (see below for common feature codes)

**Common Feature Codes:**

<b>FEATURE CODE:</b>	<b>DESCRIPTION:</b>	<b>FEATURE CODE:</b>	<b>DESCRIPTION:</b>
Feature *0	Button Inquiry	Feature 76	Pick up
Feature 4	Call Forward	Feature *6	Ring Tone
Feature 74	Call Park	Feature *80	Ring Volume
Feature 82	Camp On	Feature 0	Speed Dial
Feature 3	Conference Call	<b>Voicemail Required</b>	
Feature 5	Last Number Redial	Feature 989	Record Call
Feature 70	Transfer	Feature 986	Transfer to Mailbox
Feature 71	Link	Feature 981	Voicemail
Feature 630	Page – External & Internal	Feature 980	Leave Message
Feature 620	Page – External	Feature 85	Do Not Disturb
Feature 610	Page – Internal		

