Dial Out
· **Lift handset** or press **Speaker** key
· Dial **9** (system will automatically grab an available line for you)

Note: When using the **Speaker Phone** you must have your **MIC** key **lit RED** in order for the caller to **hear you**, turn the **MIC** key **off** if you would like to **Mute** the **Speaker Phone**

Parking a Call for another Employee (if Applicable)
· *With an active call,* **Press** an **unlit Park key** (ex. Park 1), key will then flash on all phones
· Call or Page Employee to Pick Up "Park 1"

To Retrieve: LIFT HANDSET, **press** the **flashing Park key**

NOTE: Placing a call ON HOLD will keep your call on your PERSONAL CALL KEY and NO ONE else will be able to retrieve it (must be placed on park for other employees to retrieve call)

Transfer a Call
· *With an active call,* Press **Transfer** key
· **Dial Extension Number** or **9 + Phone Number**, announce call (optional)
· **Hang up** for call to be transferred

Note: Press **VMsg** soft key (or press **8**) after the extension to transfer call directly to voicemail

Intercom Calls
· **Lift handset** or press **Speaker** key
· **Dial Extension Number** (if employee is on the other line you will get a busy and ring tone together)

Note: Press **VMsg** soft key (or press **8**) after the extension to transfer call directly to voicemail

Paging
· **Lift handset**
· Press pre-programmed **Page** key
· **Announce Call**

Conference call
1. **Make** or **receive** first CALL (internal or external), when the call is connected,
2. Press the **Conf** soft key (on display)
3. **Make** or **receive** second **call** (internal or external)
4. Press **Add** soft key, continue to follow steps 3 & 4 to add more callers OR
5. Press **Begin** soft key (on display) to join all calls

Redial
· *With the handset in the cradle...* Press **Redial** key
· Press ↓↑ arrows to review last 10 numbers you have called
· **Lift Handset** of press **Speaker** to call number on display

Caller ID (if Applicable)

·   Press **List** soft key

·   Press **CID** soft Key

·   Use ↓ to review calls to *your* extension, lift handset (of press speaker) to call that number

Note: If you have a missed call, you will see ☏ on the top left corner.   When reviewing your Caller ID, the missed call will appear with a * beside the date and time of the call

Record a Phone Conversation

·   *With an active call,* Press the **Record** Key (records conversation into your voicemail)

·   Press **Record** key at any time to stop recording the conversation

Note: Retrieve the recorded conversation the same way as retrieving voicemail

Do Not Disturb

·   Press **DND** key- system will automatically turn it on within 5 second (to DND all)

To Cancel: Press **DND** - system will automatically turn it off within 5 second. *Other options available:*

·   Press **DND** key + **1** (sends **EXTERNAL** calls straight to vmail)

·   Press **DND** key + **2** (sends **INTERNAL** calls straight to vmail)

·   Press **DND** key + **3** (sends **ALL** calls straight to vmail)

·   Press **DND** key + **0** (cancels **DND**)

Call Forward

·   Press **Call Fwd** Key, then press **1**

·   Enter another **Extension**; or **9** plus phone **Number**

·   Press **Speaker** Key

To Cancel: Press **Call Fwd** key, press **0**

Button Programming

·   Press **Speaker** Key, enter **751**

·   Press key to be programmed, then dial **01**

·   Enter **Extension number OR 9 + Phone number** (if long distance it requires a 1 in front of the number)

·   Press **Hold**, press **Speaker** Key

Station Speed Dial Programming:

·   Press **Speaker** Key, enter **755**

·   **Enter** desired **Speed Dial** Number **0** to **9**

·   Enter **9** plus a telephone number, press **Hold**

·   **Spell out name** (press # to move cursor to the right, press **Feature** to move to the left)

·   Press **Hold**, press **Speaker** Key

To Use: Lift Handset, press #, press **7 enter speed dial** number (0 – 9) **OR** Press **Dir** soft key, then **STA**, then ↑ to scroll through speed dials, then lift handset

System Speed Dial:

· Press **Speaker** key or **Lift Handset**
· Press **Redial** key; **Enter Speed Dial Number** you'd like to call **000-999** OR
· Press the **DIR** soft key, press SPD
· Scroll ↑↓ through speed dials **OR Key in Name** of the contact
· **Lift Handset** to connect call

Ring Tone:

· Press **Speaker** Key, enter **720**
· Press **1** to set **Internal** ring or **2** for **External** ring
· Dial from **1** to **8** to listen to the different ring tones
· Press **Speaker** key to **Save**

Ring Volume:

· Press **Speaker** Key, enter **729**
· Use arrow keys to adjust volume
· Press **Speaker** Key